Westchase Community Development District

Board of Supervisors
Matt Lewis, Chairman
Christopher Barrett, Vice Chairman
James Wimsatt, Assistant Secretary
Reggie Gillis, Assistant Secretary
Christopher High, Assistant Secretary

Heather Dilley, District Manager
Erin McCormick, Esq, District Counsel
Sherida Cook, Office Manager
Robert Dvorak, District Engineer
David Sylvanowicz, Field Manager

Regular Meeting Agenda

Tuesday, October 6, 2026 – 4:00 p.m.
Meeting Location: Westchase Swim and Tennis Center,
10405 Countryway Blvd, Tampa, Florida
www.westchasecdd.us

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1. **Call to Order**
2. **Pledge of Allegiance**
3. **Audience Comments on Agenda Items** – *Three (3) Minute Time Limit*
4. **Business Items**
   A. Acceptance of Matt Lewis' Resignation effective after the December 1, 2026 meeting….. Page 2
5. **Consent Agenda**
   A. Acceptance of Unaudited August 2026 Financials…… Page 3
      a. Operations and Maintenance Expenditures Report for August 2026…….. Page 20
   B. Review of Minutes from the Meeting held September 1, 2026…….. Page 22
   C. Ratification of **Resolution 2026-15**, Establishing a Records Retention Policy…….. Page 56
   D. Ratification of Christovich and Associates – Consulting Services Agreement concerning Golf Course…….. Page 157
   E. Ratification of Buchanan Building Services – Electrical and Lighting Services Agreement Page 166
   F. Ratification of Proposed Annual Pay Increases and Bonuses for Westchase CDD Staff
6. **Staff Reports**
   A. Field Manager
      a. Discussion of Costs for Resident Requested Driveway Enhancements
   B. District Counsel
   C. District Engineer
      a. Discussion of Roadway Repaving Assessment
   D. District Manager
7. **Audience Comments on New Business Items** – *Three (3) Minute Time Limit*
8. **Supervisor Requests**
9. **Adjournment**

The next workshop meeting is scheduled for September 20, 2026, 4:00 p.m. at Maureen B. Gauzza Public Library, 11211 Countryway Blvd, Tampa, Florida.

District Office:
Kai
2502 N. Rocky Point Dr.
Suite 1000, Tampa, FL 33607

Meeting Location:
Westchase Swim and Tennis Center,
10405 Countryway Blvd,
Tampa, FL 33626

To: Chris Barrett, Vice-Chairman, Westchase CDD
From: Matt Lewis
Date: Tuesday, September 1, 2026
Subject: Resignation from Westchase CDD Board of Supervisors

Dear Mr. Barrett,

I am writing to formally resign my position as a Supervisor on the Westchase Community Development District Board, effective following the December 1, 2026, Board meeting.

I have always believed my background would allow me to make a meaningful contribution to our community and support the mission of the CDD. For the past 10 years, it has been a true privilege to serve the Westchase community alongside my fellow Supervisors, whose professionalism, backgrounds, and dedication have taught me so much more than I ever expected.

I also want to recognize our exceptional staff. Their work ethic and efforts to serve our residents is unmatched and I cannot thank them enough for what they do every single day. They are a huge reason why Westchase continues to be the best place to live in Tampa Bay.

I leave the Board with immense pride in what we have accomplished together and I wish you well on the future.

Sincerely,

Matt Lewis

Westchase Community Development District
Balance Sheet
August 31, 2026

ACCOUNT DESCRIPTION	GENERAL FUND (001)	GENERAL FUND - HARBOR LINKS (002)	GENERAL FUND - THE ENCLAVE (003)	GENERAL FUND - SAVILLE ROW (004)	GENERAL FUND - COMMERCIAL ROAD (005)
ASSETS					
Cash - Checking Account	$ -	$ -	$ -	$ -	$ -
Accounts Receivable	-	-	-	-	-
Lease Receivable	470,714	-	-	-	-
Due From Other Gov'tl Units	1,642	-	-	-	-
Interest/Dividend Receivables	2,356	-	-	-	-
Due From Other Funds	2,632,504	406,007	7,510	10,597	76,338
Investments:					
Money Market Account	-	-	-	-	-
Prepaids	14,671	96	-	177	-
Deposits	3,191	667	3,030	20	-
TOTAL ASSETS	**$ 3,125,079**	**$ 406,770**	**$ 10,540**	**$ 10,794**	**$ 76,338**
LIABILITIES					
Accounts Payable	$ 151,888	$ 4,630	$ -	$ 475	$ -
Accrued Expenses	30,317	618	2,017	38	-
Sales Tax Payable	2,901	-	-	-	-
Deferred Revenue	435,387	-	-	-	-
Due To Other Funds		-	-	-	-
TOTAL LIABILITIES	**620,492**	**5,248**	**2,017**	**513**	**-**
FUND BALANCES					
Nonspendable:					
Deposits	3,191	667	3,030	20	-
Restricted for:					
Capital Projects	-	-	-	-	-
Assigned to:					
Operating Reserves	833,713	9,555	205	-	1,280
Reserves - Erosion Control	60,000	-	-	-	-
Reserves - Roadways	502,031	177,921	-	5,234	14,250
Unassigned:	1,105,651	213,379	5,287	5,028	60,808
TOTAL FUND BALANCES	**$ 2,504,586**	**$ 401,522**	**$ 8,522**	**$ 10,282**	**$ 76,338**
TOTAL LIABILITIES & FUND BALANCES	**$ 3,125,079**	**$ 406,770**	**$ 10,540**	**$ 10,794**	**$ 76,338**

Westchase Community Development District
Balance Sheet
August 31, 2026

ACCOUNT DESCRIPTION	GENERAL FUND - THE GREENS (102)	GENERAL FUND - STONEBRIDGE (103)	GENERAL FUND - WEST PARK VILLAGE (323,4,5A,6) (104)	GENERAL FUND - WEST PARK VILLAGE (324-C5) (105)	GENERAL FUND - VINEYARDS (106)
ASSETS					
Cash - Checking Account	$ -	$ -	$ -	$ -	$ -
Accounts Receivable	-	-	-	-	-
Lease Receivable	-	-	-	-	-
Due From Other Gov'tl Units	-	-	-	-	-
Interest/Dividend Receivables	-	-	-	-	-
Due From Other Funds	346,251	64,171	109,061	30,033	300,752
Investments:					
Money Market Account	-	-	-	-	-
Prepaids	-	-	-	-	-
Deposits	8,120	853	14,572	765	-
TOTAL ASSETS	**$ 354,371**	**$ 65,024**	**$ 123,633**	**$ 30,798**	**$ 300,752**
LIABILITIES					
Accounts Payable	$ 46,537	$ 1,994	$ -	$ -	$ 431
Accrued Expenses	6,232	670	12,009	554	-
Sales Tax Payable	-	-	-	-	-
Deferred Revenue	-	-	-	-	-
Due To Other Funds	-	-	-	-	-
TOTAL LIABILITIES	**52,769**	**2,664**	**12,009**	**554**	**431**
FUND BALANCES					
Nonspendable:					
Deposits	8,120	853	14,572	765	-
Restricted for:					
Capital Projects	-	-	-	-	-
Assigned to:					
Operating Reserves	-	3,703	361	1,289	3,818
Reserves - Erosion Control	-	-	-	-	-
Reserves - Roadways	5,201	51,831	101,362	23,797	156,509
Unassigned:	288,282	5,973	(4,671)	4,393	139,994
TOTAL FUND BALANCES	**$ 301,603**	**$ 62,360**	**$ 111,624**	**$ 30,244**	**$ 300,321**
TOTAL LIABILITIES & FUND BALANCES	**$ 354,371**	**$ 65,024**	**$ 123,633**	**$ 30,798**	**$ 300,752**

Westchase Community Development District
Balance Sheet
August 31, 2026

ACCOUNT DESCRIPTION	WESTCHASE UNINSURABLE ASSETS FUND	CLEARING FUND	TOTAL
ASSETS			
Cash - Checking Account	$ -	$ 1,472,313	$ 1,472,312.99
Accounts Receivable	-	-	$ -
Lease Receivable	-	-	$ 470,714.48
Due From Other Gov'tl Units	-	-	$ 1,642.01
Interest/Dividend Receivables	-	-	$ 2,356.06
Due From Other Funds	702,196	-	$ 4,685,421.00
Investments:			$ -
Money Market Account	-	3,213,108	$ 3,213,108.01
Prepaids	-	-	$ 14,943.71
Deposits	-	-	$ 31,218.29
TOTAL ASSETS	**$ 702,196**	**$ 4,685,421**	**$ 9,891,716.55**
LIABILITIES			
Accounts Payable	$ -	$ -	205,955
Accrued Expenses	-	-	52,455
Sales Tax Payable	-	-	2,901
Deferred Revenue	-	-	435,387
Due To Other Funds	-	4,685,421	4,685,421
TOTAL LIABILITIES	**-**	**4,685,421**	**5,382,118.64**
FUND BALANCES			
Nonspendable:			
Deposits	-	-	31,218
Restricted for:			
Capital Projects	702,196	-	702,196
Assigned to:			
Operating Reserves	-	-	853,924
Reserves - Erosion Control	-	-	60,000
Reserves - Roadways	-	-	1,038,136
Unassigned:	-	-	1,824,123
TOTAL FUND BALANCES	**$ 702,196**	**$ -**	**$ 4,509,598**
TOTAL LIABILITIES & FUND BALANCES	**$ 702,196**	**$ 4,685,421**	**$ 9,891,717**

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund (001)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 26,000	70,082	269.54%	$ 19,555
Interest - Tax Collector	1,500	4,760	317.33%	-
Lease Revenue	20,899	20,899	100.00%	20,899
Special Assmnts- Tax Collector	3,608,406	3,608,782	100.01%	-
Special Assmnts- Discounts	(144,336)	(133,068)	92.19%	-
Other Miscellaneous Revenues	800	10,450	1306.25%	6,798
Pavilion Rental	5,000	8,875	177.50%	450
Insurance Reimbursements	-	2,500	0.00%	-
TOTAL REVENUES	**3,518,269**	**3,593,279**	**102.13%**	**47,702**
EXPENDITURES				
Administration				
P/R-Board of Supervisors	19,000	21,200	111.58%	3,800
FICA Taxes	1,454	352	24.20%	-
ProfServ-Engineering	75,000	75,825	101.10%	8,400
ProfServ-Legal Services	125,000	103,925	83.14%	21,065
ProfServ-Mgmt Consulting	128,683	116,068	90.20%	10,417
ProfServ-Recording Secretary	16,639	14,745	88.62%	1,819
Auditing Services	7,800	7,900	101.28%	-
Postage and Freight	5,000	4,666	93.32%	-
Insurance - General Liability	62,116	52,546	84.59%	-
Printing and Binding	300	-	0.00%	-
Legal Advertising	6,500	1,657	25.50%	170
Misc-Assessment Collection Cost	68,384	69,507	101.64%	-
Misc-Credit Card Fees	1,100	337	30.60%	16
Misc-Contingency	9,363	3,335	35.62%	213
Office Supplies	120	961	800.60%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	526,634	473,198	89.85%	45,898
Flood Control/Stormwater Mgmt				
Contracts-Lake and Wetland	118,000	108,560	92.00%	10,030
Contracts-Fountain	8,820	16,421	186.18%	1,808
R&M-Aquascaping	15,000	-	0.00%	-
R&M-Drainage	27,200	166,907	613.63%	3,200
R&M-Fountain	8,000	1,458	18.23%	-
Total Flood Control/Stormwater Mgmt	177,020	293,347	165.71%	15,038

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund (001)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Jan-00 ACTUAL
Right of Way				
Payroll-Salaries	310,000	267,588	86.32%	22,211
Payroll-Benefits	104,000	75,924	73.00%	6,689
Payroll - Overtime	36,000	34,606	96.13%	2,951
Payroll - Bonus	40,000	37,500	93.75%	-
FICA Taxes	50,000	25,987	51.97%	1,925
ProfServ-Landscape Architect	25,000	41,427	165.71%	23,040
Contracts-Police	185,000	167,561	90.57%	17,230
Contracts-Other Services	20,000	17,930	89.65%	1,630
Contracts-Landscape	708,000	694,833	98.14%	63,167
Contracts-Mulch	147,592	150,000	101.63%	-
Contracts-Plant Replacement	140,000	96,430	68.88%	-
Contracts-Road Cleaning	9,843	15,750	160.01%	2,250
Contracts-Trees & Trimming	72,000	122,704	170.42%	-
Contracts-Security Alarms	781	481	61.57%	-
Contracts-Pest Control	730	871	119.34%	71
Fuel, Gasoline and Oil	16,500	16,798	101.80%	-
Communication - Teleph - Field	9,000	3,460	38.44%	484
Utility - General	23,275	37,170	159.70%	3,277
Utility - Reclaimed Water	10,000	34,945	349.45%	4,603
Insurance - General Liability	6,703	5,670	84.59%	-
R&M-General	60,000	226,313	377.19%	-
R&M-Equipment	20,000	16,377	81.89%	131
R&M-Grounds	125,000	293,608	234.89%	32,200
R&M-Irrigation	80,000	41,062	51.33%	1,233
R&M-Sidewalks	26,000	102,070	392.58%	3,541
R&M-Signage	6,000	39,605	660.09%	-
R&M-Walls and Signage	32,500	33,123	101.92%	-
Holiday Decoration	20,000	8,937	44.69%	-
Misc-Hurricane Expense	10,000	-	0.00%	-
Misc-Taxes (Streetlights)	80,000	-	0.00%	-
Misc-Contingency	250,000	84,284	33.71%	1,562
Office Supplies	3,500	982	28.04%	-
Cleaning Services	6,800	6,050	88.97%	550
Op Supplies - General	3,000	424	14.13%	-
Op Supplies - Uniforms	600	960	160.00%	-
Supplies - Misc.	600	39	6.58%	-
Subscriptions and Memberships	4,000	1,072	26.80%	-
Conference and Seminars	1,000		0.00%	-
Total Right of Way	2,643,424	2,702,540	102.24%	188,744

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund (001)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Jan-00 ACTUAL
Common Area				
R&M-General	30,000	54,872	182.91%	995
R&M-Boardwalks	700	-	0.00%	-
R&M-Brick Pavers	1,200	1,500	125.00%	-
R&M-Grounds	1,500	6,314	420.92%	-
R&M-Signage	1,400	584	41.71%	-
R&M-Walls and Signage	4,000	2,900	72.50%	-
Internet Services	7,391	11,570	156.54%	1,804
Park Improvements	125,000	35,999	28.80%	-
Total Common Area	171,191	113,738	66.44%	2,799
TOTAL EXPENDITURES	**3,518,269**	**3,582,823**	**101.83%**	**252,479**
Excess (deficiency) of revenues Over (under) expenditures	-	10,456	0.00%	(204,777)
Net change in fund balance	$ -	10,456	0.00%	$ (204,777)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**2,494,131**	**2,494,131**		
FUND BALANCE, ENDING	**$ 2,494,131**	**2,504,586**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - Harbor Links (002)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 500	7,440	1487.97%	$ 671
Special Assmnts- Tax Collector	60,182	60,188	100.01%	-
Special Assmnts- Discounts	(2,407)	(2,219)	92.20%	-
Gate Bar Code/Remotes	-	623	0.00%	135
TOTAL REVENUES	**58,275**	**66,032**	**113.31%**	**806**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	1,204	1,159	96.28%	-
Misc-Credit Card Fees	15	24	158.53%	5
Total Administration	1,219	1,183	97.05%	5
Right of Way				
Communication - Teleph - Field	3,300	4,991	151.23%	584
Electricity - Streetlights	5,500	6,164	112.07%	582
Insurance - General Liability	3,000	2,538	84.59%	-
R&M-General	19,700	47,425	240.74%	450
R&M-Gate	5,794	13,996	241.57%	3,810
Reserve - Roadways	19,762	-	0.00%	-
Total Right of Way	57,056	75,114	131.65%	5,426
TOTAL EXPENDITURES	**58,275**	**76,297**	**130.93%**	**5,431**
Excess (deficiency) of revenues Over (under) expenditures	-	(10,265)	0.00%	(4,625)
Net change in fund balance	$ -	(10,265)	0.00%	$ (4,625)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**411,787**	**411,787**		
FUND BALANCE, ENDING	**$ 411,787**	**401,522**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - The Enclave (003)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 151	63	41.87%	$ 6
Special Assmnts- Tax Collector	28,339	28,342	100.01%	-
Special Assmnts- Discounts	(1,134)	(1,045)	92.16%	-
TOTAL REVENUES	**27,356**	**27,360**	**100.02%**	**6**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	567	546	96.28%	-
Total Administration	567	546	96.28%	0
Right of Way				
R&M-Streetlights	26,500	22,948	86.60%	2,169
Total Right of Way	26,500	22,948	86.60%	2,169
TOTAL EXPENDITURES	**27,067**	**23,494**	**86.80%**	**2,169**
Excess (deficiency) of revenues Over (under) expenditures	289	3,866	1337.78%	(2,164)
Net change in fund balance	$ 289	3,866	1337.78%	$ (2,164)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**4,656**	**4,656**		
FUND BALANCE, ENDING	**$ 4,945**	**8,522**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - Saville Row (004)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 80	-	0.00%	$ -
Special Assmnts- Tax Collector	16,222	16,224	100.01%	-
Special Assmnts- Discounts	(649)	(598)	92.18%	-
Gate Bar Code/Remotes	-	218	0.00%	-
TOTAL REVENUES	**15,653**	**15,844**	**101.22%**	**0**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	324	312	96.44%	-
Misc-Credit Card Fees	4	8	208.25%	-
Total Administration	328	321	97.80%	0
Right of Way				
Communication - Teleph - Field	1,980	2,406	121.53%	351
Insurance - General Liability	4,796	4,057	84.59%	-
R&M-General	1,500	3,500	233.33%	-
R&M-Gate	1,500	881	58.71%	122
R&M-Streetlights	300	383	127.55%	38
Reserve - Roadways	3,300	-	0.00%	-
Total Right of Way	13,376	11,227	83.93%	511
TOTAL EXPENDITURES	**13,704**	**11,548**	**84.26%**	**511**
Excess (deficiency) of revenues Over (under) expenditures	1,949	4,296	220.44%	(511)
Net change in fund balance	$ 1,949	4,296	220.44%	$ (511)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**5,985**	**5,985**		
FUND BALANCE, ENDING	**$ 7,934**	**10,282**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - Commercial Road (005)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 150	1,184	789.29%	$ 107
Special Assmnts- Tax Collector	6,052	6,053	100.01%	-
Special Assmnts- Discounts	(242)	(223)	92.23%	-
TOTAL REVENUES	**5,960**	**7,013**	**117.67%**	**107**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	121	117	96.34%	-
Total Administration	121	117	96.34%	0
Right of Way				
R&M-General	5,000	-	0.00%	-
Reserve - Roadways	839	-	0.00%	-
Total Right of Way	5,839	-	0.00%	0
TOTAL EXPENDITURES	**5,960**	**117**	**1.96%**	**0**
Excess (deficiency) of revenues Over (under) expenditures	-	6,897	0.00%	107
Net change in fund balance	$ -	6,897	0.00%	$ 107
FUND BALANCE, BEGINNING (OCT 1, 2025)	**69,441**	**69,441**		
FUND BALANCE, ENDING	**$ 69,441**	**76,338**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - The Greens (102)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 700	3,055	436.47%	$ 276
Special Assmnts- Tax Collector	440,564	440,610	100.01%	-
Special Assmnts- Discounts	(17,623)	(16,247)	92.19%	-
Gate Bar Code/Remotes	-	2,451	0.00%	90
Insurance Reimbursements	-	4,726	0.00%	-
TOTAL REVENUES	**423,641**	**434,595**	**102.59%**	**366**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	8,811	8,486	96.32%	-
Misc-Credit Card Fees	80	96	119.78%	4
Total Administration	8,891	8,582	96.53%	4
Right of Way				
Contracts-Security Services	240,977	248,174	102.99%	22,939
Contracts-Pest Control	240	195	81.25%	20
Communication - Teleph - Field	2,100	2,457	117.00%	394
Insurance - General Liability	2,119	1,793	84.59%	-
R&M-General	20,000	(190,190)	-950.95%	192
R&M-Gate	10,000	9,005	90.05%	426
R&M-Streetlights	68,712	66,297	96.49%	6,306
Reserve - Roadways	62,000	-	0.00%	-
Total Right of Way	406,148	137,731	33.91%	30,276
TOTAL EXPENDITURES	**415,039**	**146,313**	**35.25%**	**30,280**
Excess (deficiency) of revenues Over (under) expenditures	8,602	288,282	3351.33%	(29,914)
Net change in fund balance	$ 8,602	288,282	3351.33%	$ (29,914)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**13,321**	**13,321**		
FUND BALANCE, ENDING	**$ 21,923**	**301,603**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - Stonebridge (103)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 200	1,070	535.09%	$ 97
Special Assmnts- Tax Collector	19,237	19,239	100.01%	-
Special Assmnts- Discounts	(769)	(709)	92.25%	-
TOTAL REVENUES	**18,668**	**19,600**	**104.99%**	**97**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	385	371	96.26%	-
Misc-Credit Card Fees	10	-	0.00%	-
Total Administration	395	371	93.82%	0
Right of Way				
Communication - Teleph - Field	1,500	2,392	159.50%	292
Insurance - General Liability	386	327	84.59%	-
R&M-General	1,000	-	0.00%	-
R&M-Gate	3,792	4,037	106.46%	3,553
R&M-Streetlights	7,740	7,341	94.85%	701
Reserve - Roadways	3,855	-	0.00%	-
Total Right of Way	18,273	14,097	77.15%	4,545
TOTAL EXPENDITURES	**18,668**	**14,468**	**77.50%**	**4,545**
Excess (deficiency) of revenues Over (under) expenditures	-	5,132	0.00%	(4,449)
Net change in fund balance	$ -	5,132	0.00%	$ (4,449)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**57,228**	**57,228**		
FUND BALANCE, ENDING	**$ 57,228**	**62,360**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - West Park Village (323,4,5A,6) (104)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ -	1,610	0.00%	$ 145
Special Assmnts- Tax Collector	176,696	176,714	100.01%	-
Special Assmnts- Discounts	(7,068)	(6,516)	92.19%	-
TOTAL REVENUES	**169,628**	**171,808**	**101.29%**	**145**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	3,534	3,404	96.31%	-
Total Administration	3,534	3,404	96.31%	0
Right of Way				
R&M-General	2,044	269	13.15%	-
R&M-Streetlights	144,348	132,061	91.49%	12,006
Reserve - Roadways	19,702	40,747	206.82%	-
Total Right of Way	166,094	173,077	104.20%	12,006
TOTAL EXPENDITURES	**169,628**	**176,480**	**104.04%**	**12,006**
Excess (deficiency) of revenues Over (under) expenditures	-	(4,672)	0.00%	(11,861)
Net change in fund balance	$ -	(4,672)	0.00%	$ (11,861)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**116,296**	**116,296**		
FUND BALANCE, ENDING	**$ 116,296**	**111,624**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - West Park Village (324-C5) (105)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 90	490	544.34%	$ 44
Special Assmnts- Tax Collector	7,778	9,416	121.06%	-
Special Assmnts- Discounts	(311)	(294)	94.47%	-
TOTAL REVENUES	**7,557**	**9,612**	**127.20%**	**44**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	156	182	116.90%	-
Total Administration	156	182	116.90%	0
Right of Way				
R&M-Streetlights	4,999	6,300	126.03%	596
Reserve - Roadways	2,402	-	0.00%	-
Total Right of Way	7,401	6,300	85.13%	596
TOTAL EXPENDITURES	**7,557**	**6,483**	**85.78%**	**596**
Excess (deficiency) of revenues Over (under) expenditures	-	3,130	0.00%	(551)
Net change in fund balance	$ -	3,130	0.00%	$ (551)
FUND BALANCE, BEGINNING (OCT 1, 2025)	**27,115**	**27,115**		
FUND BALANCE, ENDING	**$ 27,115**	**30,244**		

Westchase Community Development District
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund - Vineyards (106)
For the Period Ending August, 31, 2026

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	Aug-26 ACTUAL
REVENUES				
Interest - Investments	$ 500	5,344	1068.85%	$ 482
Special Assmnts- Tax Collector	28,020	26,385	94.16%	0
Special Assmnts- Discounts	(1,121)	(1,026)	91.55%	-
Gate Bar Code/Remotes	-	263	0.00%	-
TOTAL REVENUES	**27,399**	**30,966**	**113.02%**	**482**
EXPENDITURES				
Administration				
Misc-Assessment Collection Cost	560	507	90.57%	-
Misc-Credit Card Fees	10	9	85.80%	-
Total Administration	570	516	90.48%	0
Right of Way				
Insurance - General Liability	1,436	1,215	84.59%	-
R&M-General	4,543	921	20.26%	-
R&M-Drainage	2,625	-	0.00%	-
R&M-Gate	5,000	16,758	335.16%	-
Internet Services	1,800	1,923	106.85%	282
Reserve - Roadways	11,425	-	0.00%	-
Total Right of Way	26,829	20,817	77.59%	282
TOTAL EXPENDITURES	**27,399**	**21,332**	**77.86%**	**282**
Excess (deficiency) of revenues Over (under) expenditures	-	9,634	0.00%	200
Net change in fund balance	$ -	9,634	0.00%	$ 200
FUND BALANCE, BEGINNING (OCT 1, 2025)	**290,687**	**290,687**		
FUND BALANCE, ENDING	**$ 290,687**	**300,321**		

Westchase Community Development District
Supporting Schedules
August 31, 2026

Non-Ad Valorem Special Assessments
(Hillsborough County Tax Collector - Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2026

					ALLOCATION BY FUND				
Date Received	Net Amount Received	Interest/ Discount Amount	Collection Costs	Gross Amount Received	001 General Fund Assessments	002 Harbor Link Fund Assessments	003 The Enclave Fund Assessments	004 Saville Row Fund Assessments	005 Commercial Road Fund Assessments
Assessments				$ 4,391,496	$ 3,608,406	$ 60,182	$ 28,339	$ 16,222	$ 6,052
Levied				100.00%	82.17%	1.37%	0.65%	0.37%	0.14%
11/07/25	49,621	2,550	1,013	53,184	40,773	680	320	183	68
11/14/25	242,498	10,310	4,949	257,757	199,256	3,323	1,565	896	334
11/21/25	248,314	10,557	5,068	263,939	204,035	3,403	1,602	917	342
12/03/25	1,134,184	48,222	23,147	1,205,553	931,937	15,543	7,319	4,190	1,563
12/05/25	1,593,668	67,753	32,524	1,693,945	1,309,486	21,840	10,284	5,887	2,196
12/19/25	450,328	18,533	9,190	478,051	370,026	6,171	2,906	1,663	621
01/06/26	80,070	2,506	1,634	84,209	65,792	1,097	517	296	110
02/04/26	128,130	2,895	2,615	133,640	105,282	1,756	827	473	177
03/05/26	34,742	349	709	35,799	28,547	476	224	128	48
04/07/26	123,601	42	2,522	126,165	101,560	1,694	798	457	170
05/07/26	15,086	(441)	308	14,953	12,396	207	97	56	21
06/05/26	9,237	(275)	189	9,151	7,590	127	60	34	13
06/17/26	35,492	(1,055)	724	35,161	29,163	486	229	131	49
07/16/26	445			445	365	6	3	2	1
TOTAL	**4,145,415**	**161,946**	**84,592**	**4,391,953**	**3,406,206**	**56,810**	**26,751**	**15,313**	**5,713**
% Collected					94.40%	94.40%	94.40%	94.40%	94.40%

Westchase Community Development District
Supporting Schedules
August 31, 2026

Non-Ad Valorem Special Assessments
(Hillsborough County Tax Collector - Monthly Collection Distributions) For the Fisc

					ALLOCATION BY FUND				
Date Received	Net Amount Received	Interest/ Discount Amount	Collection Costs	Gross Amount Received	102 The Greens Fund Assessments	103 Stonebridge Fund Assessments	104 West Park Village Fun Assessments	105 West Park Village Fund Assessments	106 Vineyards Fund Assessments
Assessments				$ 4,391,496	$ 440,564	$ 19,237	$ 176,696	$ 28,020	$ 7,778
Levied				100.00%	10.03%	0.44%	4.02%	0.64%	0.18%
11/07/25	49,621	2,550	1,013	53,184	4,978	217	1,997	317	88
11/14/25	242,498	10,310	4,949	257,757	24,328	1,062	9,757	1,547	430
11/21/25	248,314	10,557	5,068	263,939	24,911	1,088	9,991	1,584	440
12/03/25	1,134,184	48,222	23,147	1,205,553	113,784	4,968	45,635	7,237	2,009
12/05/25	1,593,668	67,753	32,524	1,693,945	159,880	6,981	64,123	10,168	2,823
12/19/25	450,328	18,533	9,190	478,051	45,178	1,973	18,119	2,873	798
01/06/26	80,070	2,506	1,634	84,209	8,033	351	3,222	511	142
02/04/26	128,130	2,895	2,615	133,640	12,854	561	5,155	818	227
03/05/26	34,742	349	709	35,799	3,485	152	1,398	222	62
04/07/26	123,601	42	2,522	126,165	12,400	541	4,973	789	219
05/07/26	15,086	(441)	308	14,953	1,513	66	607	96	27
06/05/26	9,237	(275)	189	9,151	927	40	372	59	16
06/17/26	35,492	(1,055)	724	35,161	3,561	155	1,428	226	63
07/16/26	445			445	45	2	18	3	1
TOTAL	**4,145,415**	**161,946**	**84,592**	**4,391,953**	**415,877**	**18,159**	**166,795**	**26,450**	**7,342**
% Collected					94.40%	94.40%	94.40%	94.40%	94.40%

Westchase Community Development District
O&M Report
August 2026

Number	Date	Payee	Memo	Payment
100242	08/06/26	Erin Mccormick Law Pa	Invoice: 10906 (Reference: General prof legal services 07/10/2026.)	9,514.08
100243	08/06/26	Hughes Exterminators Inc	Invoice: 69148610 (Reference: Baybridge Park - July 2026.) Invoice: 69147842 (Reference: Pest C	91.00
100244	08/06/26	James Wimsatt	Invoice: 072126-BOSMTG (Reference: 072126-BOSMTG.)	200.00
100245	08/06/26	Pete's Tree & Crane Service	Invoice: 1239 (Reference: Tree removal and stump grinding - July 9, 15, 22, 29 and 30.)	19,825.00
100246	08/06/26	Matthew Lewis	Invoice: 072126-BOSMTG (Reference: 072126-BOSMTG.)	200.00
100247	08/06/26	Reginald Gillis	Invoice: 072126-BOSMTG (Reference: 072126-BOSMTG.)	200.00
100248	08/06/26	Christopher B. High	Invoice: 072126-BOSMTG (Reference: 072126-BOSMTG.)	200.00
100249	08/06/26	Aventura Nursery & Landscape Inc.	Invoice: 56000 (Reference: Crape Myrtle x3 delivery only.)	1,335.00
100250	08/06/26	Felix & Son Sod, Inc.	Invoice: 9029 (Reference: Gretna Green (Greens) - St Augustine (week of 6/5).) Invoice: 9037 (R	66,375.00
100251	08/06/26	Palmdale Oil Company, Inc	Invoice: SI-291396 (Reference: Palmdale oil fuel July 2026.)	1,659.66
100252	08/06/26	Quality Power	Invoice: 730615 (Reference: 36V Handheld Blower Set.)	589.00
100253	08/06/26	Christopher Barrett	Invoice: 072126-BOSMTG (Reference: 072126-BOSMTG.)	200.00
100254	08/06/26	AlphaGraphics	Invoice: 262133 (Reference: Assessment letters, envelopes and postage.)	4,664.53
100255	08/06/26	Mo'Zart Designs	Invoice: 26-9623 (Reference: exit gate - install 2 hardwired detectors.)	483.91
100256	08/06/26	Rap Electric Llc	Invoice: 10786 (Reference: Harbor Links - street light repair from lightning.) Invoice: 10787 (	14,517.00
100257	08/06/26	Redtree Landscape Systems, Llc	Invoice: 34962 (Reference: Villages Greens - green space aeration (recommended by OLM).)	250.00
100258	08/06/26	Taylor Tree & Land Mgnt	Invoice: 1524 (Reference: Cavendish - grading pond with skid steer.) Invoice: 1528 (Reference:	4,500.00
100259	08/06/26	Vanasse Hangen Brustlin, Inc.	Invoice: 0519485 (Reference: Landscape assess June 07, 2026 to July 04, 2026.)	4,720.00
100260	08/06/26	Jan Pro of Tampa	Invoice: 245943 (Reference: Cleaning Service Aug 2026.)	1,645.00
100261	08/06/26	Jnr Landscape Management Llc	Invoice: 695828 (Reference: Washy trimming July 2026.)	40,901.30
100262	08/06/26	Kai Connected, LLC	Invoice: 5377 (Reference: July 2026 Management.)	10,416.67
300043	08/07/26	Spectrum Business	Reference: Summary account 168980001 07/30/2026 to 08/29/2026. https://clientname(FILLIN).payable	1,967.79
300032	08/11/26	Truist Bank	Invoice: 071726-1809 (Reference: CC expenses 6/18/26 to 7/17/26.)	4,948.95
175	08/13/26	Verizon Florida Llc - Ach	To accrue payment for two bussiness lines	74.90
177	08/14/26		Payroll 07/27/2026-08/09/2026	12,581.24
100263	08/18/26	Hughes Exterminators Inc	Invoice: 69625247 (Reference: Baybridge Park - Aug 2026.) Invoice: 69624502 (Reference: Pest Co	25.00
100264	08/18/26	James Wimsatt	Invoice: 070726-BOSMTG (Reference: 070726-BOSMTG.) Invoice: 080426-BOSMTG (Reference: 080426-BO	400.00
100265	08/18/26	Off Duty Management, Inc	Invoice: INV373644 (Reference: Off Duty officers - 6/29/2026 to 7/6/2026.) Invoice: INV375952 (	19,560.84
100266	08/18/26	Panther Pools	Invoice: 6612 (Reference: New Parke fountain - Aug 2026.) Invoice: 6700 (Reference: WPV Fountai	1,587.81
100267	08/18/26	Veritext, LLC	Invoice: 9463176 (Reference: Transcript Services Job Date: 7/7/2026.)	1,087.50
100268	08/18/26	Matthew Lewis	Invoice: 070726-BOSMTG (Reference: 070726-BOSMTG.) Invoice: 080426-BOSMTG (Reference: 080426-BO	400.00
100269	08/18/26	Reginald Gillis	Invoice: 070726-BOSMTG (Reference: 070726-BOSMTG.) Invoice: 080426-BOSMTG (Reference: 080426-BO	400.00
100270	08/18/26	Christopher B. High	Invoice: 070726-BOSMTG (Reference: 070726-BOSMTG.) Invoice: 080426-BOSMTG (Reference: 080426-BO	400.00
100271	08/18/26	AG Outshines LLC	Invoice: 1870 (Reference: Pressure Wash Bridges, WPV, Linebaugh, Shires, Countryway, Greens wall/	6,113.67
100272	08/18/26	Florida Municipal Insurance Trust	Invoice: 072126- (Reference: Invoice for Insurance Programs Due 08/01/2026.)	5,179.40
100273	08/18/26	Olm Inc	Invoice: 47783 (Reference: Landscape Inspection - July 2026.)	1,630.00
100274	08/18/26	Mo'Zart Designs	Invoice: 26-9636 (Reference: Stonebridge - new cell unit.) Invoice: 26-9639 (Reference: Harbor	2,508.63
100275	08/18/26	Redtree Landscape Systems, Llc	Invoice: 35065 (Reference: Landscape Aug 2026.)	63,166.66

Westchase Community Development District
O&M Report
August 2026

Number	Date	Payee	Memo	Payment
100276	08/18/26	Brletic Dvorak, Inc.	Invoice: 2497 (Reference: Engineering Services - June 2026.)	8,145.00
100277	08/18/26	Quality Power	Invoice: 733614 (Reference: bush hog tire.)	131.01
100278	08/18/26	Christopher Barrett	Invoice: 070726-BOSMTG (Reference: 070726-BOSMTG.) Invoice: 080426-BOSMTG (Reference: 080426-BO	400.00
100279	08/18/26	AllWater Aquatic Resource Management	Invoice: 1802-1434 (Reference: Aug 2026 Monthly Spray Maintenance.)	10,030.00
300033	08/18/26	East End Landscape LLC	Invoice: 6070 (Reference: Pond 85 erosion repair - 50% deposit.)	8,750.00
300034	08/18/26	Hillsborough County Florida	Invoice: 072826-0000 (Reference: Summary account 1988200000.)	4,359.58
173	08/18/26			35.00
174	08/18/26	TECO	To accrue payment for 8934 Promise Dr, Well	24.55
174	08/18/26	TECO	To accrue payment for 9840 W Linebaugh Ave	27.20
300036	08/19/26	TECO	Invoice: 080526-0710 (Reference: Summary Account 321000010710.)	24,328.14
300041	08/19/26	Spectrum Business	Reference: WPV Bridge 8/02/26 to 9/01/26. https://clientname(FILLIN).payableslockbox.com/DocView/	70.00
172	08/21/26			26.50
178	08/28/26		Payroll 08/10/2026-08/23/2026	12,524.00
			Total Disbursment for the Month	**373,370.52**

RE: WESTCHASE COMMUNITY
DEVELOPMENT DISTRICT
_____/

TRANSCRIPT OF: BOARD MEETING

DATE : SEPTEMBER 1, 2026

TIME: 4:00 p.m. - 6:10 p.m.

PLACE: Maureen Gauzza Regional Library
Community Room A
11211 Countryway Boulevard
Tampa, Florida 33626

REPORTED BY: Whitlie Grace Cullipher
Notary Public
State of Florida at Large

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APPEARANCES:
WESTCHASE COMMUNITY DEVELOPMENT DISTRICT BOARD MEMBERS:

Matthew Lewis, Chairman
Christopher Barrett, Vice Chairman
Jim Wimsatt
Reggie Gillis
Christopher High

ALSO PRESENT:
HIKAI:
Heather Dilley, District Manager

DISTRICT ATTORNEY:
Erin McCormick

WESTCHASE STAFF:
David Sylvanowicz
Sherida Cook

DISTRICT ENGINEER:
Robert Dvorak

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The transcript of Westchase Community Development District Board Meeting, on the 1st day of September, 2026, at the Maureen Gauzza Regional Library, 11211 Countryway Boulevard, Community Room A, Tampa, Florida, beginning at 4:00 p.m., reported by Whitlie Grace Cullipher, Notary Public in and for the State of Florida at Large.

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CHAIRMAN LEWIS: Folks, good afternoon. I'm going to go ahead and call the meeting to order since it is 4 o'clock. Let the record reflect that all supervisors are here including staff, engineer, manager and attorney.

And with that, we'll go to our Pledge of Allegiance.

(The Pledge of Allegiance was recited.)

CHAIRMAN LEWIS: Thank you. All right. Heather, I'll turn it over to you.

MS. DILLEY: Okay. Welcome, everyone. Thanks for joining us, appreciate it. You'll see on the agenda -- most of you already heard this, but I'll just explain it again -- there's two sections for our audience comments. One is going to be at the beginning and that will be on the agenda items and the agenda items only. There's another audience comments exception towards the -- towards the end of the agenda.

We do have quite a few things on the agenda. I have quite a lengthy manager's report as well, so we'll just hold our questions to own of those areas, one of those sections of the agenda. And then what we'll do is move from the front row to the back row and we'll start on one side.

So if you have any questions pertaining to the agenda, the board would be happy to hear that now. And

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we'll start with that in the front row, if anyone has any questions in the front row? Go ahead, just state your name and address.

MR. ANDERSON: Barry Anderson, 11829 Derbyshire Drive. My comments is simply about the assessment, the sidewalk assessments, down in the district engineer's report. Looking back at what happened in phase one with the Shires and other properties, in addition to the direct costs of moving and replacing slabs and doing the grinding, there also was supervision provided by BDI and that was invoiced -- I don't recall the amount exactly, Robert may know, but it's not a small amount.

So I -- it was unclear to me with the 475,000 that is being suggested -- all right -- as a recommended budget, if that does not include things for BDI's supervision of all the work that is being proposed here, you might want to consider adding that to your budget somewhere. Thank you.

MS. DILLEY: Okay. Anyone else? Go ahead.

MR. SPLAINE: Steve Splaine, 10404 Acelia Way, Green Hedges. I'd just like to thank the board for the work that they're putting in at the workshop. What was it, two weeks ago, I thought it was very productive, working through the considerations of invoicing SOP and I look forward to Heather's report that I would -- in -- in a couple of weeks?

MS. DILLEY: Actually, we're going to go over it

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today.

MR. SPLAINE: Okay, great. Thank you very much.

MS. DILLEY: Okay. Anyone else in the front row?

(No response.)

MS. DILLEY: Okay. Second row?

(No response.)

MS. DILLEY: Third row?

MR. MOBLEY: Is this based on the -- comments for up here --

MS. DILLEY: Yes, it is.

MR. MOBLEY: Okay. Yeah, I'm the one for -- I don't know if there's more than one, but I want to get a tree removed. 9604 Dunscroft.

MS. DILLEY: Okay. If you don't mind just stating your name for the --

MR. MOBLEY: Oh, Bri- -- I'm sorry.

MS. DILLEY: That's okay.

MR. MOBLEY: Never been to one of these before. Brian Mobley, 9604 Dunscroft Lane in Woodbay and I -- I got a permit to get the tree removed through the county. They approved it and they said there's -- I mean, it's to the point of no return, the tree; not as far as like health, but the size and it's just taking up too much area in the easement. It's pushed up the sidewalk.

I've called the county out, they taped it, but they

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said it's probably going to be two years before they can even address it. But when the guy came out from the county to look at it -- I've already had to get the reclaimed water box repaired because of the root system. I've had to replace the sprinkler lines because of the root system, so I just want to get it done.

MS. DILLEY: Okay.

MR. MOBLEY: I'm willing to do it at my own costs.

MS. DILLEY: Okay. And David, that's on here --

MR. SYLVANOWICZ: I have it on mine, yeah.

MS. DILLEY: Okay. So we are going to address that, the board is going to address that, but thank you for adding those extra details.

MR. MOBLEY: All right.

MS. DILLEY: So it's good for the board to hear that. Does the board have any other questions for that particular gentleman because we are going to, you know, focus on the meeting --

CHAIRMAN LEWIS: Yeah, I think we'll cover it under field manager's.

MS. DILLEY: All right.

CHAIRMAN LEWIS: If you don't mind having some patience.

MR. MOBLEY: Oh, no, that's fine. Appreciate it.

MS. DILLEY: Okay. Then, I'll hand it back to the

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Chair.
CHAIRMAN LEWIS: Okay. Did you do the third row, I guess?
MS. DILLEY: I did, but was there anyone in the third row?
(No response.)
CHAIRMAN LEWIS: Okay. I didn't -- I didn't hear you say it, but I just wanted to double check.
Okay. So I'll move to approve the consent agenda.
Do we have a second?
MR. WIMSATT: I'll second it.
CHAIRMAN LEWIS: All right. Any discussion, comments, questions?
(No response.)
CHAIRMAN LEWIS: All right. All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: Carries five to zero.
(Motion passes.)
CHAIRMAN LEWIS: And we'll move right into staff reports.
David, field manager.
MR. SYLVANOWICZ: Yeah, so I'll start with Reid Connor who's here to give us an update about the ponds and their general health. So I'll give it to him.
MR. CONNOR: Thanks, David. Yeah, Reid Connor with

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All Water. We've put quite a bit of emphasize, especially on pond 43, as described, you know, in the July meeting and what we wanted to do and what should be expected. Certainly saw a significant decrease of the nuisance vegetation and the subsurface growth, especially in the corner, the southeast corner of that pond. What we're seeing now is still some pond wheat with algae in it and a little bit of duckweed.
Based off where the wind blows, sometimes it's in that corner. We spent four days out there at no charge to the community physically raking loose debris out of there. Some of that was dead debris, some was just chopped up from our machines that are out there spraying.
But for four full work days with a full team to try and clean up as much as possible and then met with Dave a week and a half ago to walk through and now, the wind has -- at that point, it had blown it over into the far west end by Gretna Green, so we provided a quote of, "Hey, if you want all this loose debris cleaned up from our efforts, here's what it would cost." It was right around 7,000.
Typically, we charge 14 for that, but we do take into consideration that, "Hey," you know, "Our tech who's been here for ten years" -- you know, we just kind of had an honest meeting with him of -- and maybe there was a little pride in you being here for this long and not asking for

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help and just saying, "Hey, that's great that you're proud of your work, but it got to a point where you needed help," and we just simply didn't have the oversight to see it as often as you do to tell you that you need help.
So one thing we did companywide from South Carolina to Tennessee to here is have monthly inspections from our lead techs at properties like this where somebody other than the assigned technician is onsite looking at the ponds and then reporting to me or whoever is running that relative state to say, "Hey, this is" -- "This is the condition of the pond, here is what these reports are saying, but here is what's actually happening."
So we realized that was a big gap in our operation, was we have these technicians, some of them have been in places like this for a long period of time, but who is going behind them on our own team to verify the work they are doing and is -- is it is effective?
So that's a big push we made. We went out in April to say, "Okay, what are we doing," and it was very clear that out here, there were ponds that looked great and there were ponds that were not up to our standards, which means they're not up to yours. So now, with our lead technician for the Tampa area coming behind him every month and inspecting every pond, we expect boil ups like that to just not happen anymore because we can throw the manpower and

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say, "You're telling us everything is okay, your superior is telling us it's not okay, so something needs to change here."
On top of that, Sea Pro, which is one of our main distributors, now has a service guarantee program where our guys can send pictures that are important to them of what's in the pond. They will write us a chemical prescription and if that prescription does not work in 30 days, they reimburse us for the money. The way that helps you is we're going into it with the people that designed these chemicals for these specific weeds or algae or whatever it is to kill it within 30 days.
So just based off the amount of money we spend on them, they are willing to say, "Here's exactly what you need and if it doesn't work, we're going to give you your money back on however much chemical you spent," which means we can spend more on chemicals with no risk to anybody else on how much that costs.
Also, we have Sea Pro Aims, I think I've mentioned it before, which is a daily satellite monitoring program so they can access all the satellites that are going around, take daily pictures that will identify algae blooms and vegetation blooms. So that's a daily upload to us. The entire property of Westchase is being uploaded into that.
So aside from Mark being here every day and Matt

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being here every month to inspect it, we can get it every single day with a notification that tells us this pond is now blowing up, you need to do something about it.

For 43, again, we -- we saw that initial kill, we saw the resulting algae spring up from that kill. Still a little bit of pond weed and like I said, the duckweed, but we would expect to see a little more algae as we kill that and then the algae is killed and the problem is solved.

Pond 42, Dave and I inspected that where you've got the littoral shelf on the northwest corner really close to some of the homes, so what we've discussed is there is currently kind of a -- a ring around it keeping that shelf off of the shorelines with a little gator grass and torpedo grass that Dave and I identified and Mark is aware of and killing.

The goal would be -- the shelf needs to say there. I don't love the vegetation that's there, but it looks better than just a wanton field of death where vegetation by the permit needs to be there. So we will simply keep that shelf off of the shorelines. There is about a six or eight foot barrier of free-flowing water between the shoreline and that shelf and that's what we want to maintain. So you have the shelf according to the permit, but it's not just overwhelming that corner of the pond and completely cutting off the flow of water.

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And then the pond 51 we'll have the algae results to you guys on or before September 10th.

CHAIRMAN LEWIS: 51 is the one adjacent to the? Vineyards?

MR. CONNOR: Yeah, it's got the brown tannin look to it, so we just ran a battery of -- of water samples, you know and they tell us it's really high in some nutrient or deficient in others. We'll present that information, what can you do about it, is it hurting any part of the system, is it not.

So once we have that data, give it to you, you can at least make an informed decision on this is just what this pond is and it's not hurting anything or there's something that can be done to change the color of the pond.

CHAIRMAN LEWIS: All right. Reid, thank you, kind of going back to 43, pond 43, the -- the last -- I think it was the last meeting, you had kind of made a commitment to provide an update. I believe it was -- was it every month or every -- was it every other month?

MR. CONNOR: Every other month?

CHAIRMAN LEWIS: Yeah, where do we stand with that? I --

MR. CONNOR: So it came to Dave, but he's not able to open it completely.

CHAIRMAN LEWIS: Okay.

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MR. CONNOR: So I let my headquarters know, "Hey, he got two or three of the pictures with the newsletter attached, but the rest of the pictures for the rest of the property aren't loading on his end" --

CHAIRMAN LEWIS: Okay.

MR. CONNOR: -- so expect an update back from my headquarters, you know, this week on that.

CHAIRMAN LEWIS: And do you feel from a lot of the rains we've had lately that things may be improving just on that front alone or --

MR. CONNOR: Yeah.

CHAIRMAN LEWIS: -- I mean, I see that you're going to need to do additional measures.

MR. CONNOR: We're always willing to step in and say, "Hey, this is something that" -- you know -- "nobody could've prevented from happening and we're willing to make concessions on pricing on that."

So -- you know, if something does happen, we're willing to step in and just fix it for little to no cost, you know, like we did originally with 43. We just didn't charge you guys, but with that monthly monitoring from the lead tech and the daily monitoring with the satellites, I don't expect big blow ups like that to happen and the rain certainly helps.

CHAIRMAN LEWIS: Okay. Questions? Go ahead,

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Chris.

MR. BARRETT: So Reid, thank you, I want to thank you for all that you're doing there to try to resolve it. I think I've seen the -- and it's hard because sometimes, we'll get like three or four dry days and it will seemingly come back and then we'll get a lot of rain and it seems to disappear. So I'm still on the fence in terms of being convinced that this is like on the way to being fixed.

I appreciate all that you've done, but I will say, I'm a little frustrated that like within several sentences of each other, you basically say, "Yeah, this was a systematic failure on our part," right and you fixed this, right, by hiring the supervisor that's going to come in -- or not hiring, but have a supervisor come in and -- and this thing got out of hand for the guy and then, you know, moments before that, saying, you know, "I've proposed a $6,000 fix for removing the rest of stuff that's there largely because of the systematic failure."

So I know that may not be your view, but this is just part of my frustration about how that pond was let go and now, I feel like, oh, you know, your attempt to repair it, that's great, but now we're going to pay $6,000 more to fully repair the pond.

Not particularly cool with that. You probably won't see this supervisor voting for that contract, but I

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understand if everyone understands that, you know, if this is what needs to be done for that pond, but just know that I'm -- I'm like not with you yet in terms of like in six months not calling for this board to bid out that contract. I want that pond fixed. Right? And I really do think that this -- this was a systematic problem that got out of hand.

But thank you, I appreciate it. That's it. I appreciate all that you're doing. I'm grateful for it.

MR. CONNOR: Thank you for saying that. Yeah, as far as the reason we're charging something, like the duck -- duckweed is just going to happen, algae is just going to happen. Right? It's not a result of us not doing our job. I'd say the pond weed and the torpedo grasses around the edge, that should have never been there, which was our initial target when we came out and sent that team to just stay here as long as you need, clean up.

But duckweed is just going to bloom, it happens. Algae is going to happen as a natural part of a pond's life cycle, especially if we're killing things off. So even if we had done our job and there was a big duckweed bloom, there's a limit how much chemical do we want to throw in this before we just kill the whole pond or we can safely remove it. So that's kind of where we came up with, "Okay. We'll own some of this because we caused part of a problem," but I wouldn't say that clean up that we had proposed is

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largely due to our failure to do something.

But I also won't hesitate to say, "Hey, we screwed up. We want to fix it," when we -- we do something that isn't as expected.

CHAIRMAN LEWIS: Reggie?

MR. GILLIS: Yeah, I just -- I don't live on that pond and so I don't have as much of an emotional connection to it, but I do want to add, you know, I've got contacted this week by Harbor Links resident about some of the other ponds are pretty bad, Chris and -- and I'll tell you right now, some of them not are not our responsibility. They are the responsibility of the golf course.

One of them is particularly bad at the tee of 12 behind a bunch of houses and a lot of it, according to the golf course, is associated with the weather again and we've had that conversation over and over again. But I just want to make it -- just point out that it's far from one pond that has these issues and I'm not positive all of it is associated with the care.

CHAIRMAN LEWIS: David?

MR. SYLVANOWICZ: I was going to say that I have requested that what does it take to clean up pond 43, the surface, in response to a resident who has been here a couple of times expecting it to be, you know, a main spring fed pond, which it's not. I think me, as a layman, to

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ponds, it's easy for me to kind of drive by it and say, "It's green, what are we doing here," but from I've learned from Reid is that it's different stages of stuff.

Like the pond weed that they raked out, that was big mass stuff that got treated, released itself from the bottom of the pond. Reid can definitely jump in and correct me, but -- and then that was the stuff that was removed, but then the conditions continued because now we're in August with the duckweed, which is a real tiny, little pluck of a green, but when you see it covering the pond, then the algae joins it basically because that's what it is.

Just driving by, you can say, "The ponds look green." So I said, "Okay. I'm still getting the e-mails, the comments and the texts," so, "Reid, can you please give me something to present to them that if this is the next step, what -- what does it look like?"

CHAIRMAN LEWIS: Okay. Any other comments?

(No response.)

CHAIRMAN LEWIS: Questions for Reid?

(No response.)

CHAIRMAN LEWIS: All right. Reid, thanks again.

MR. CONNOR: Yep.

CHAIRMAN LEWIS: Appreciate that.

What else you got, David?

MR. SYLVANOWICZ: So I'm going to go with Brian

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Mobley, who's a resident here. He is requesting at 9604 Dunscroft in Woodbay to have his easement oak removed. I'm going to pull that up.

So this is his house behind it, it's a -- again, I'm not an arborist, but it's a healthy tree. It's very large, like a lot of these have become. This road has got about 22 of them and it loops around. Here is some of the sidewalk that we're used to seeing where the county comes out and puts the white stripe down, the white stripe -- he does have the services here.

I'm sure it's affecting other areas, like his driveway and I have warned him that you guys are trying to maintain the -- the canopy of Westchase.

MR. BARRETT: So --

CHAIRMAN LEWIS: Yeah, go ahead.

MR. BARRETT: So Mr. Mobley, thank you for coming. I'm probably not going to be voting for this because I definitely -- one of the things that we tried to do recently -- and it costs a lot of money -- is we're trying to adopt a sidewalk program to address the fact that the county really is not doing anything about sidewalks. They don't have the funding for it and so the county's solution is to basically issue tree removal permits left and right.

I don't think that's in the long term interest of Westchase. I think it raises the local temperatures and

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I'll be frank with you, we pull this tree, there are going to be five or six other ones on that block and we're going to have other people making this tree request in the next six months.

MR. MOBLEY: There's only been a couple in our neighborhood that's actually taken them down recently and it's not just the sidewalk. Like I said, it's affecting -- I already had to get my reclaimed water thing fixed, I've had sprinkler issues and the county guy that came out said it was just a matter of time before it causes more damage.

MR. BARRETT: Yeah, well, they are live oaks and the hope -- hopefully, the main issue here looks to me to be --

MR. MOBLEY: It's even starting to push the mailbox over a little bit.

MR. BARRETT: -- this -- to be this sidewalk and hopefully, our sidewalk program will help address issues like this. So I just tend to be a fan of like the real estate increase and property values that we get from having an effective tree canopy, which runners and walkers love to have.

So I'd -- no disrespect intended to you and with the --

MR. MOBLEY: I understand.

MR. BARRETT: -- understanding that I've really

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tried to put forward a program to address problems like this without taking down the tree. I'll probably oppose it.

MR. MOBLEY: Okay. Now, if something happens -- I'm sorry, if something happens to the mailbox and whatever, that's to the expense of me to repair as well?

MR. BARRETT: Yes, sir.

MR. MOBLEY: Okay. So me trying to eliminate the problem from future problems, I'll still responsibile for the financial responsibility of the problems it causes that I try to prevent? Okay.

CHAIRMAN LEWIS: On a street tree, yes, sir.

All right. Do we have a motion to approve the removal or the take down?

MR. GILLIS: Well, I just have to know, before we get into it -- he made a comment, though, that I feel like we kind of keep going by and it's the irrigation system and the other things. Like we had a resident come in and it was literally attacking her sewage system in the house. At some point, I mean, I'm all for keeping the trees as well, but if it's doing so much damage -- and it's not just the sidewalk, it's going into the residential -- basically, the basic functions of how that house is supposed to operate, at what point do we make a decision that it's -- it's the tree over the continuing attempting going down this route?

That's my comment because I know -- I mean, this is

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not the only place and you're not the only one.

MR. MOBLEY: Right, you see it everywhere. Those trees are too big for that small easement.

MR. BARRETT: Well, unfortunately, the non-canopy trees, like palm trees, if that's the solution to -- to replace these canopy trees with palm trees, the maintenance of the palm trees on an annual basis actually exceeds the cost of sidewalk repairs.

MR. MOBLEY: Not when it comes to sewage and --

MR. BARRETT: No, but --

MR. MOBLEY: -- waterlines and all of that.

MR. BARRETT: -- but if you do a quick look online in terms of oak tree invasion of sewage lines, it's generally because the pipe itself is separated due to settling or whatnot. It's rare that a property actually built plumbing system will allow tree -- tree root intrusion.

Usually, the tree root intrusion follows a plumbing problem as opposed to causing the plumbing problem. Irrigation sprinklers, I -- that's like -- I understand that's frustrating. I repair sprinklers in my own yard all the time, you know, but I just -- I think that this tree has a very, very significant value, not only to you, but to your neighbors and so like I'm making the decision not based on the inconvenience to you, but also to the convenience of

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everyone in your -- in your neighborhood of having this tree canopy, which I really think is worth maintaining. So --

But again, no disrespect. I understand, I've been there. I've actually had to spend about $6,000 on sewer because of an oak tree. Like the invasion, but the -- the guy who said it to me, he's like, "Look, you got this settled pipe that" -- you know -- "the oak" -- "the oak leaves then" -- we started the oak leaves, then took advantage of the fact that there was this settlement at the seam.

So I -- I think this is one of the -- the things that we deal with and if it's not this, it's like we got to -- we have to replace our roofs because of sun damage -- right -- over time, so we always are responding to nature and the thing is how do we maintain our relationship with like this beautiful community. There are costs to it, so -- and some of those costs are borne by us, some costs are borne by the residents. So --

CHAIRMAN LEWIS: David, you mentioned to me yesterday there was some leftover Cambistat that Arborist Aboard had that was -- was it this neighborhood?

MR. SYLVANOWICZ: No. Well, we just -- we -- it hasn't been done yet. So me and Mark talked about that. It was maybe -- since we used that Bridges' community -- Hartwell Bridge and -- I can't think of road that's off of

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it -- as the test oaks, that he was going to kind of make them all whole with Cambistat or most of them, leave a couple other trees as controls. I can talk to him and have him look at this street.

CHAIRMAN LEWIS: And for Woodbay -- I know it's probably been a while since we've looked at the tree policy that we've had for a while, but was there -- is it like a Japanese blue -- Japanese berry, blueberry or --

MR. SYLVANOWICZ: Oh, to replace?

CHAIRMAN LEWIS: As a potential replacement.

MR. SYLVANOWICZ: Yeah, those have their issues because some landscapers like to turn them into gum drops and then the magnolias, they're messy was kind of the comment that I get, but no -- no tree is -- doesn't make a mess at some point during the year. So that's another option.

The crape myrtles have been working out. Tavistock lost a bunch of the oaks after Milton. Those have all been replaced by standard crape myrtles.

MR. BARRETT: Unfortunately, in parts of the Fords, I see residents going in and lopping those to hell.

MR. SYLVANOWICZ: That's the problem, too, is that those can be knuckled. So --

MR. BARRETT: Right.

MR. GILLIS: We haven't replaced any oak trees and

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with palm trees, have we?

MR. SYLVANOWICZ: Not with me, no.

MR. BARRETT: But that's the only way to avoid the canopy issue. It's just very expensive.

MR. SYLVANOWICZ: What's that, the palm trees?

MR. BARRETT: Just maintaining palm trees once they're in.

MR. SYLVANOWICZ: Yeah.

MR. BARRETT: They're cheap to put in, the problem --

MR. SYLVANOWICZ: Well, see, here --

MR. BARRETT: -- is trimming their branches every year.

MR. SYLVANOWICZ: Here's the issue is that we have coverage on sabals and washys in our contract, but at times in the past, queen palms were put in. So generally, I'll send my guys around and they'll chase those limbs to do that, but there is quite a few now.

CHAIRMAN LEWIS: Okay. Were you making a motion or no?

MR. GILLIS: I was not.

CHAIRMAN LEWIS: Okay. I'll make a motion to approve the removal of this tree just based on the fact that he's had some financial issues with some of the infrastructure there.

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MR. GILLIS: I'll second.

CHAIRMAN LEWIS: Okay. We have a second. Any other comments, questions?

(No response.)

CHAIRMAN LEWIS: All in favor to approve his request to remove the tree?

(All board members vote accordingly.)

CHAIRMAN LEWIS: It fails three to two, sir. So --

(Motion fails.)

MR. MOBLEY: Okay.

CHAIRMAN LEWIS: Thank you for coming through and --

MR. MOBLEY: No, appreciate it. Thank you for the time.

CHAIRMAN LEWIS: Thank you. All right. Moving over to David, what else do we have?

MR. SYLVANOWICZ: Board consideration for Westchase Apartments and leasing office to have a couple of events that they've had in the past on the Greens' space and I know this is a topic that might be covered in -- with Erin, but I just wanted to put their letter up -- let me get to --

MR. BARRETT: So I think all of these requested uses are keeping with the West Park Village already adopted policy there, so I would just -- I'm willing to make a motion to approve it. It's not inconsistent with the policy

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the board's already approved for this.

CHAIRMAN LEWIS: Oh, for the Easter egg -- okay.

MS. McCORMICK: Yeah, and we have -- there is two different things in your package. One is the updated policies for the West Park Village Greens on Montague, which was already approved back in February of 2023.

The other policy is for consideration and discussion by the board and it is just related to Glencliff Park and Baybridge Park.

CHAIRMAN LEWIS: Okay. Yeah, I mean, do we need action on this or --

MS. McCORMICK: Uh --

CHAIRMAN LEWIS: -- or if it's within the policy, are we good to go?

MS. McCORMICK: Yeah, I think that you are -- I mean, you can go ahead and approve these, but they are consistent with your policy.

CHAIRMAN LEWIS: Okay. So -- and I'm sorry, I think --

MR. SYLVANOWICZ: And they will have the insurance?

CHAIRMAN LEWIS: -- I interrupted you. Were you making a motion to --

MR. BARRETT: I can, if you want, I just -- I'm pointing out that it's consistent. So I'll make the motion to approve.

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CHAIRMAN LEWIS: All right. I'll second it.
All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: Carries five to zero.
(Motion passes.)
CHAIRMAN LEWIS: Thanks for that clarification.
MR. SYLVANOWICZ: And on that note, we have the WOW 5-K run. I know that's in Erin's -- I mean in Heather's kind of line item, but since we're on the topic.
CHAIRMAN LEWIS: I'll go ahead and make a motion to approve that 5-K event.
MR. BARRETT: Can we include in the motion the approval for their alcohol permit, which was signed a couple of weeks ago? We do this annually.
CHAIRMAN LEWIS: So moved.
MR. WIMSATT: I'll second that.
CHAIRMAN LEWIS: All right. Seconded by Jim.
Any other comments, questions?
(No response.)
CHAIRMAN LEWIS: All right. All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: That carries five to zero as well.
(Motion passes.)
CHAIRMAN LEWIS: We took off part of your report there.

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MS. DILLEY: Well, the only thing that I'd request is the COI, to have the CDD as an additional insured. I've already spoken to Erin about that.
MR. BARRETT: Yeah, I think that they are aware that that's --
MS. DILLEY: They are, just want to make sure it's in our files.
CHAIRMAN LEWIS: Okay. Thank you.
All right. David?
MR. SYLVANOWICZ: Yep. I'm just going to continue. Update on the prank at the bell tower that keeps on giving. So the GFI breaker is the next thing that's been failing. That's why you haven't seen it on. It's tough, you can't see it on very much because it's only on for four hours right now due to the drought restrictions.
I've already okayed it. It was 1,320. I've talked to them at length about it. I think we have it narrowed down that this was the last aspect of it that was damaged and got sudsy, wet. We've also talked with our new vendor and the -- the person who would be taking -- they're not a new vendor, it's a new owner, but I reiterated what we have to do different if this happens and when it happens again, that we need to shut it down, drain water and deal with the filter that's in that chamber differently than what -- how it was dealt with last time.

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CHAIRMAN LEWIS: Okay.
MR. SYLVANOWICZ: Next thing is pond 85.
CHAIRMAN LEWIS: Well, hold on. Do we -- did you say we need action on --
MR. SYLVANOWICZ: Well, it was -- it was only 1,320. Not that it's only 1,320, it's a lot of money, but it was in my ability to just approve. I actually had them come out and test the GFI breaker before we went through the process and it failed once they tested it.
CHAIRMAN LEWIS: All right.
MR. SYLVANOWICZ: The pump was --
CHAIRMAN LEWIS: Sorry to interrupt, I just --
MR. SYLVANOWICZ: That's okay. Pond -- I have the proposal, but pond 85 -- hasn't started yet, but Erin has the licensing with the residents taken care of. We have a change order for 4,880 for the dewatering.
You have to think that we looked at this in May, June, when we were having no rain and drought and we thought maybe we could get one more pond done. That was in -- very much needed to be redone. So now, they need to dewater it. I had a lengthy conversation with him. He does have to rent the pump, he does have to set up, man it, he does have to put hay bails.
There's certain hoses that Kirk had made him make sure that he was doing it because he's taking the water out

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of the pond and putting it into the wetlands where it's going to end up anyway, but I also talked to Robert about that -- and he can chime in -- about the cost of that since it's a --
MR. DVORAK: Yeah, I'll -- I'll be honest with you, when I first saw that, I thought that was high and -- and relative to a seven or eight -- 17 or $18,000 job, an additional 49 hundred bucks was a high number.
Kirk talked to a few contractors and I mean, these -- the rental rate -- like you can Google a rental rate and you go, "Well, that's not going to add up to 48" -- I mean, if you -- let's assume they spent two weeks out there, that would be my guess is about the duration of construction, but you do have charges for delivering and all these extra charges for hoses and -- and you do have the fuel charge, but -- I mean, it's probably a conservative estimate. You know what I mean?
It's probably going to -- if everything went right and it didn't rain every day, it's probably a conservative number, but at the same time, if it rained every single day and we got showers and every morning, they were spending two or three hours firing up this pump and people are standing around waiting to get the thing drawn down to work on it, then it's probably a realistic number. So --
CHAIRMAN LEWIS: Well, I think, too, we didn't

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approve -- we approved the thing without --
MR. DVORAK: Right.
CHAIRMAN LEWIS: -- and --
MR. DVORAK: And he -- he said that because it was dry as a bone when the guy went out there and did the proposal.
CHAIRMAN LEWIS: Well --
MR. BARRETT: Why don't we just wait until the dry season?
MR. SYLVANOWICZ: You could.
MR. DVORAK: You could.
MR. BARRETT: Save $5,000.
CHAIRMAN LEWIS: Honestly, I -- I said the same thing. I told David about this yesterday. I felt like -- it was a third of the cost of the --
MR. DVORAK: Right.
CHAIRMAN LEWIS: -- whole thing.
MR. DVORAK: I agree.
CHAIRMAN LEWIS: I like Chris' idea.
MR. SYLVANOWICZ: This -- this was looked -- like I said, this was looked at in May and June and now, here we are, it's August and we've --
MR. DVORAK: So we're only -- we're only four or five months from the dry season again.
MR. SYLVANOWICZ: Right. Yep.

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CHAIRMAN LEWIS: Well, hopefully, too.
MR. WIMSATT: Keeps coming back.
MR. DVORAK: I think it's a good idea.
CHAIRMAN LEWIS: Yeah, I mean if there is -- there is nothing detrimental that would -- for the homeowner or for anything behind that. Right?
MR. SYLVANOWICZ: Well, it is an erosion repair. There is -- there is damage, there is GEOWEB that's showing itself. It's -- it's not going to get better by sitting there. I don't think it's going to --
CHAIRMAN LEWIS: Well, for a couple of months?
MR. SYLVANOWICZ: Yeah, it's not going to collapse that fence or something like that.
CHAIRMAN LEWIS: Okay.
MS. McCORMICK: This is the -- we did a license agreement with that property owner to be able to go on their property to do this work, so I think we should just make sure that they are aware that it's not going to occur right away.
MR. SYLVANOWICZ: I can definitely communicate that to them. My --
MR. WIMSATT: Yeah, please do.
MR. SYLVANOWICZ: -- question is does that license agreement have a --
MS. McCORMICK: I don't think it does. I'll double

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check, but I don't think it does, if it's going to be expired within that time period.
CHAIRMAN LEWIS: Okay, awesome. Thank you, David.
MR. SYLVANOWICZ: Yep. Thank you.
So moving on to Christmas decorations with decorating elves. That's the -- that's what we did last year. That's about what it costs with the very few (indiscernible.) That is for all the gates.
MR. BARRETT: Can -- can we call it holiday decorations, please?
MR. SYLVANOWICZ: What did I say? Well, I did -- right, Christmas decorations, you're correct. That's where we're at. Board approval for that.
CHAIRMAN LEWIS: Okay. I'll make a motion for the amount there, $21,107.30 for the decorating elves proposal. Do we have a second?
MR. GILLIS: I'll second.
CHAIRMAN LEWIS: Seconded by Reggie.
Any other comments?
(No response.)
CHAIRMAN LEWIS: All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: Carries five to zero.
(Motion passes.)
MR. SYLVANOWICZ: Thank you.

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CHAIRMAN LEWIS: Yep.
MS. DILLEY: I'm just going to just chime in a little bit.
MR. SYLVANOWICZ: Sure.
MS. DILLEY: Once we get that proposal, we'll have Erin draft up an agreement, a district agreement and we'll have Matt sign that and then it will be ratified at the next meeting.
CHAIRMAN LEWIS: All right. Thank you.
MR. SYLVANOWICZ: Map update by BDI. So we have talked for months about -- me, Robert and Kirk have talked for months about taking that map that we have -- I can bring it up, but it's basically the landscaping pond number on a map.
CHAIRMAN LEWIS: Can you bring it up? I think it'll be good just for visual, if you don't mind.
MR. SYLVANOWICZ: Yep.
CHAIRMAN LEWIS: Because I think what you're saying here is good. I guess I've already given everybody my opinion. You know where my vote is.
MR. WIMSATT: That's all right.
MR. SYLVANOWICZ: So this is -- this is our map. This is what I referred to as -- and we have the pond numbers. He has done it in other districts and he can certainly comment on it, where minor ends are added to it,

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structures with a little key to show me what type of structure it is, where it is.

So my first year and a half was stomping through the woods and finding these with staff or finding these with BDI staff. So now to have those with flow indicated on a map at a -- at a layer that we can kind of work with, priceless for the CDD, for my office and moving forward in the future.

MR. BARRETT: Is this the GFS map that was created or is this something different?

MR. SYLVANOWICZ: This is -- this is -- not that Robert made.

MR. BARRETT: So why wouldn't we incorporate it into the existing GFS map and have it just as a separate layer?

MR. SYLVANOWICZ: I'll let Robert answer that.

MR. DVORAK: You probably could. I mean, we do this in AutoCAD. I don't -- if that kind of file can be imported into GIS or converted, we can certainly do that.

But we've done an ownership map and a maintenance map over the years, like, you know, at different times and it's been updated when we find things and there are -- things like that and -- and one of things that -- I mean, David's right; like what happens is, you know, they don't have all the records, so they'll contact us and he'll -- and

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then generally, him and Kirk will get together and it's buried in Brazilian pepper somewhere and they go through and they end up finding the structure that they need to. And he was just -- he's been saying for a while, almost since he started here, he goes, "I don't know where all this stuff is. It would be really nice if this was on a map that I could just point to and show the guys where to go," and it's something we've done for other communities. It's just sort of a tedious time consuming process.

We have a CAD guy that works at a relatively low rate. I mean, he's -- he can -- he's done this type of work at other communities before and what I was just suggesting to David -- we got together to talk about long term planning the other day -- last Wednesday --

MR. SYLVANOWICZ: Mm-hmm.

MR. DVORAK: -- and I said what we could do is just have him work in sort of blocks and do a neighborhood and then bring it to you and, you know -- and then start working on the next one and then just move our way through and then in probably like six month's time, you know, work our way through the entire community as opposed to just trying to slam it altogether at one time.

I asked Stephen, who is my partner and he's really -- he's a CAD person as well. I mean, way too expensive to work on a -- you know, a map like this, but he said for

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Shane to do it, it's probably in the range of 80 to 100 hours and he works at $100 an hour and so -- so you're probably talking in the eight to $10,000 range spread out over probably -- like I said, probably six months.

CHAIRMAN LEWIS: Okay.

MR. DVORAK: But I think it will save David and the guys a lot of time down the road and the -- and other -- you know, we can share it with everybody, too. You know what I mean?

CHAIRMAN LEWIS: Yeah.

MR. DVORAK: It's not something that just he has to use. A lot of -- that was the other thing I was going to say. A lot of communities, when we do stuff like this, this informational, kind of graphical, they'll put it their website for people to be able to access. The -- you know, the general public to access it.

CHAIRMAN LEWIS: Yeah, I thought this was a good idea when David told me about it yesterday just because it's -- I know you've cleared a lot and you know where a lot of stuff is now, but just for -- honestly, like even everybody in the audience or anybody, like you said, on the website can go and see where things are. So --

MR. DVORAK: I mean, the alternative is -- literally is going to probably -- either calling me and having us go through, you know, the archive or going online

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at SWFWMD and scrolling through permits and plan sets and then extracting just the information that you need as opposed to just going to one map and understand -- you know, having an understanding because we end up putting a little ledger on there and explaining everything, what each different shape means and things like that. So --

MR. HIGH: Where are you getting the data from? Are you going to pull it from -- from like the county's map or in the -- in the --

MR. DVORAK: No, we'll --

MR. HIGH: -- record drawings?

MR. DVORAK: -- we'll pull it right out of record drawings, yeah, as bills.

MR. HIGH: Okay.

MR. BARRETT: So I -- I think it's necessarily a smart thing. Right? The argument for the GIS, like even if you jus make the CAD and then we actually add the information into GIS, is the -- the GIS, if I'm not mistaken, it would allow you to actually also keep a record of the maintenance you've done and so you can track that stuff. So that's why I like if we do do just the CAD, you should definitely incorporate the information into the GIS.

MR. SYLVANOWICZ: I don't you a the ARC GIS. The only aspect of the ARC GIS that we've been using right now is what Mark Hughes was able to do. I am not fluent in that

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and it's just the tree information.
MR. BARRETT: So it -- not that --
MR. SYLVANOWICZ: I would love to know it.
MR. BARRETT: Yeah, it's not that hard to master and if you want us to kind of get you training in it, that -- I would be --
MR. SYLVANOWICZ: That was going to be my next ask.
MR. BARRETT: Because it would be an extremely useful tool for like tracking maintenance anywhere.
MR. SYLVANOWICZ: Right.
MR. BARRETT: It will simply your life long term.
CHAIRMAN LEWIS: We actually had -- with Doug, when we first implemented that, we had little tables that we could set up to where some of the erosion, bank erosion, had been done in the past and it -- it would at least have the date and, you know, the record, so I think it would be good for you to get involved with that.
MR. SYLVANOWICZ: Thank you.
CHAIRMAN LEWIS: Robert, are you going to provide some kind of formal --
MR. DVORAK: I can, same -- similar to what we did with the sidewalk RFP, if you want --
CHAIRMAN LEWIS: Okay.
MR. DVORAK: -- we could do it that way, but like I said, it's probably going to be something you spread out

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over many months and just kind of work on it --
CHAIRMAN LEWIS: Okay.
MR. DVORAK: -- you know, ten or 20 hours a month or something like that.
CHAIRMAN LEWIS: Okay.
MR. WIMSATT: Sounds good.
MR. SYLVANOWICZ: And the other comment that we had was that the -- the lines, the pipe lines under the -- the drain lines under the street, for the storm water, to do them in the gated communities where the CDD would be responsible for maintaining it and not doing it outside of those communities because that's just a phone call to the community. Just as a comment.
MR. DVORAK: Well, I think that when Stephen sort of gave his estimate, it included like all of the drainage system.
MR. SYLVANOWICZ: Okay.
MR. DVORAK: So -- I mean, if you didn't want to include the pipes and the roads outside of the gated communities, it would be less than that.
MR. SYLVANOWICZ: This is something that me and Matt had talked about --
MR. DVORAK: Okay.
MR. SYLVANOWICZ: -- or I'm kind of talking about, so I -- I just want to see what your guys's opinions

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would --
CHAIRMAN LEWIS: I like the idea of the full --
MR. SYLVANOWICZ: Full on --
CHAIRMAN LEWIS: Yeah, just because it's in one spot.
MR. HIGH: (Indiscernible.)
MR. WIMSATT: Yeah, we don't -- because we don't need to be relying on having to count on the county because then you have to reach on the county, wait to get a response --
MR. HIGH: It would be good to -- to designate who owns what. I know we had the issue with 125, you know, the county came back and said they were maintaining it, so at least apparently what we -- what we think we -- we just make it -- who's responsible and who runs it.
MR. SYLVANOWICZ: Okay.
CHAIRMAN LEWIS: Okay, sounds good.
MS. DILLEY: So I'll just wait for an RFP for that and --
MR. DVORAK: Yeah, I'll put one together similar that we -- what we did on the ---
MR. SYLVANOWICZ: I don't have the full price on it. As I find out, I'll talk. The -- unfortunately, the Shires -- when you enter the Shires, the pond on the right has two aerator heads and an aerator unit sitting there.

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The electrical has failed. The reason that it has failed is because when the line was put in, it was just surface buried. It wasn't in conduit and it wasn't -- from talking to my electrician or the electrician, it wasn't even something that should have been directly buried.
So we have cypress knees that are much bigger and roots and trees that have grown and have made multiple breaks in this. The solution he's suggesting is direct boring and it's about 250 feet that he has to meander passed and around the roots and --
CHAIRMAN LEWIS: Can you put up a map, if you don't mind?
MR. SYLVANOWICZ: Yep.
CHAIRMAN LEWIS: I'm sorry.
MR. SYLVANOWICZ: That's okay.
MR. HIGH: You said 200 feet?
MR. SYLVANOWICZ: 250 feet or so. He has to kind of avoid a transformer that's on the side of the road. He can't just go trenching through the roots. Let me find --
CHAIRMAN LEWIS: Is this the estimate you had from Buchanan Building Services?
MR. SYLVANOWICZ: Yes, that's that. So I would say 90 percent of that is the direct -- I mean the direct boring. So -- at Oaksberry. No, too far up north. Sorry.
CHAIRMAN LEWIS: I think you're in Toronto.

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MR. WIMSATT: Too far north.
MR. SYLVANOWICZ: I am. I don't know where I am. This is the library. There we go. Yep. So the aerator is located up here, the skimmer for this pond is out here. We got the Shires, we got the northern part of Radcliffe right here and the power is in this vicinity.
CHAIRMAN LEWIS: And where does the bore run?
MR. SYLVANOWICZ: The bore would have to do something like this to come out to avoid these cypress trees as a path, then go under the road and then somewhere along this sidewalk is a transformer. We might be looking at it right here and then the actual power is over here.
I know the guys, years ago, took a line and got it through the woods to this aerator, which puts a -- one airhead here, one airhead here and then a line goes all the way down here through the Shires for two more.
CHAIRMAN LEWIS: Okay.
MR. SYLVANOWICZ: So --
MR. BARRETT: There's no easier access from Harbor Links?
MR. SYLVANOWICZ: There isn't, I talked to him -- because what are our other options and he asked around and there is a line that can go into the pond and if we move the aerator -- but now we're moving the aerator over and so it was like kind of a half dozen or another kind of situation.

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I asked him about the -- the boring and he was like that was kind of not necessarily his thing. He's just using someone that he knows that can offer that service and most of it is in that directional boring.
I asked Robert about it, I did some research, it can be like $50 a foot if you have to go under a road.
CHAIRMAN LEWIS: How big of a conduit is he putting in?
MR. SYLVANOWICZ: He would put in an inch and a half conduit.
CHAIRMAN LEWIS: Just one?
MR. SYLVANOWICZ: Just one and then he would -- he would feel that that would get us, you know, 25 years before he has to --
CHAIRMAN LEWIS: Could you put smaller --
MR. DVORAK: But that's -- that would be like a sleeve that he would run a smaller --
CHAIRMAN LEWIS: That -- that's what I'm getting at is maybe it protects it for --
MR. DVORAK: Right.
CHAIRMAN LEWIS: -- for the future.
MR. SYLVANOWICZ: Yeah.
MR. DVORAK: So that's just a -- that's a sleeve that he's going to probably run a three-quarter inch or something conduit inside of that.

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MR. SYLVANOWICZ: Right, his comment was a --
MR. HIGH: He can't pull the cable back through.
MR. SYLVANOWICZ: What's that?
MR. HIGH: He can't pull the cable through the hole once he bores it. That's why he said -- (indiscernible.)
MR. DVORAK: Right.
MR. HIGH: Pull the cable through it.
MR. DVORAK: Yeah.
MR. HIGH: I mean, the cost is appropriate.
CHAIRMAN LEWIS: Yeah, I told Chris --
MR. HIGH: It's just difficult to get through there.
CHAIRMAN LEWIS: Yeah.
MR. HIGH: That's why -- I mean, because it's -- it doesn't want to turn, you know, vertical or horizontal at the same time, it's -- it's -- but if they say they can do it, I mean --
CHAIRMAN LEWIS: Is that a motion?
MR. HIGH: I would make the motion.
CHAIRMAN LEWIS: Okay. I'll second. Any other questions for what's on here, Chris, $13,785.
Chris High?
MR. HIGH: (Moves head up and down.)
MR. SYLVANOWICZ: Oh, let me pull it up.
MR. HIGH: I'll motion to approve the amount of the

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contract in -- in the 13 seven number --
MR. SYLVANOWICZ: I'm pulling it up.
MR. HIGH: -- in the amount of $13,785.
CHAIRMAN LEWIS: I'll second that.
All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: Carries five to zero.
(Motion passes.)
MS. DILLEY: Same thing, we'll have that proposal, Erin will draft up a district contract and we'll have you guys sign it.
MS. McCORMICK: Yep.
MR. SYLVANOWICZ: Okay.
CHAIRMAN LEWIS: That's it, David?
MR. SYLVANOWICZ: I think that's it, I'm just going through it. Yep.
CHAIRMAN LEWIS: Okay, awesome. Thank you very much.
Moving on to Erin.
MS. McCORMICK: So I've got two things on the agenda. The first one is a draft resolution on page -- it looks like it's on page 54, which is a records retention policy for the district. And we talked about this at a workshop about a month and a half ago and Heather and I have had some conversations about it.

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So the substance of this is Exhibit A, which is the records retention and disposition policy. It goes through the statutes and the rule that it's consistent with.

The Florida Department of State Division of Library and Information Services has adopted a general records schedule, GS1-SL for state and local government agencies, so that's the schedule for the different types of documents and how long they are to be retained by entities such as the district and it's pretty extensive.

I think it starts on page 60 and there is, you know, a table that's got all these different types of documents and then it tells you how long they are to be retained for. So some of them are to be kept for like three years from the anniversary day; some of them are to be kept indefinitely; some of them -- some agreements are to be kept for five years; certain resolutions are to be kept for ten years, but then if it's a bond resolution, it's to be kept indefinitely.

So this is, you know, a working document that would apply to the district anyway, but this way, we'll have it in the resolution and I know Kai has somebody that handles the public records and so if they have any questions, they can, you know, consult with me, with our office, about it. But this will be a policy would be adopted by resolution for the district.

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MS. DILLEY: And this came about as well with the 14 boxes that currently Kai is storing for free. So in those boxes, I went through them. They are binders from one of the older supervisors, 2009 and that realm, where it's every piece of paper from the meeting books.

So basically, there's a few of his personal e-mails in there as well. If the board wants to continue to hold on to those, there will be a fee and we'll have to put them offsite into a storage. I spoke with Erin about it. I mean, if they're meeting packages, they are already in -- you know, in the system, so I don't really feel that there's any reason to keep them or keep the paper copies just because most of that is already in our files. So --

MS. McCORMICK: Yeah, there is a disposition form for historic documents for at the time they are no longer used by the district and there is also a provision. So if it's a duplicate record, so if it's something that they have already, you don't have to retain, you know, additional copies of it.

CHAIRMAN LEWIS: Okay. But do you need action on this or --

MS. DILLEY: Yes, I do.

CHAIRMAN LEWIS: Okay. For the resolution or for --

MS. McCORMICK: For the resolution.

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CHAIRMAN LEWIS: Oh, okay. I wasn't --

MS. DILLEY: And the boxes.

MS. McCORMICK: Yeah, the -- does anybody have any questions about it?

(No response.)

CHAIRMAN LEWIS: Okay. Do we have a resolution number or are we just calling it records retention policy? I didn't see one in the draft.

MS. DILLEY: It's not --

MR. BARRETT: It's just a date with a dash.

MS. McCORMICK: Yeah, so -- so if you're going to approve this tonight, then we could just ask Margaret to give it the next resolution number for the district.

CHAIRMAN LEWIS: Okay. I'll make a -- I don't mean to interrupt, but I'll make a motion to approve the records retention policy. Does it start with 2026 dash whatever the next one Margaret assigns to it? And do we have a second?

MR. WIMSATT: I'll second it.

CHAIRMAN LEWIS: Seconded by Jim.

Any other comments?

(No response.)

CHAIRMAN LEWIS: All in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: Carries five to zero.

(Motion passes.)

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MR. BARRETT: And I'll make a motion to, you know, use the records policy as it applies to the -- to reduce our storage costs.

MS. DILLEY: Okay, sounds good.

CHAIRMAN LEWIS: I'll second that. Sorry.

And then all in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: Carries five to zero as well.

(Motion passes.)

MS. DILLEY: Thank you.

MS. McCORMICK: And then the next thing is something that we also talked about at that same workshop about six weeks ago and that is -- and it's something that came up for David and Sherida, too, because of the issues -- the ongoing issues that they've been having about the use of the parks; specifically Glencliff Park.

So based on the discussion that we had at that workshop, I've drafted -- and Jessica helped me -- this resolution that would -- the way it's crafted right now, it would prohibit commercial and for-profit uses of the district's Glencliff Park and Baybridge Park and the associated park facilities.

There is a provision in here, so -- you know, if the district wanted to consider a specific request and make an exception to do that, then it'd be -- would have to be

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brought to the board and we'd have to take separate action on that. But otherwise, you know, to make this as simple to implement for David and Sherida as possible, currently, what it says is that all commercial and for-profit uses are precluded within those parks, those two parks.

CHAIRMAN LEWIS: Okay. And I remember our discussion, that was consistent with Hillsborough County Government?

MS. McCORMICK: Yes.

MS. DILLEY: Yes.

MS. McCORMICK: Yeah, and we did -- we did reference the interlocal agreement that the district has with Hillsborough County and -- I mean, Hillsborough County has a little bit different ordinance, but you are required to get a permit before there can be any commercial use within their parks.

CHAIRMAN LEWIS: All right. I'll make a motion to approve the policy regarding the use of the CDD parks. Does that get a resolution number on it?

MS. McCORMICK: That would also get a resolution number.

CHAIRMAN LEWIS: Whatever the next one behind the retention policy is. Do we have a second?

MR. GILLIS: I'll second.

CHAIRMAN LEWIS: Seconded by Reggie.

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All right. All in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: Carries five to zero.

(Motion passes.)

MR. GILLIS: I'm going to ask David, how -- how do you plan to enforce this because I know there is so many folks out there right now that are commercially running parks?

MR. SYLVANOWICZ: Guidance from you guys or from Erin or from -- you know, there is only so much -- I can give them a written documentation that this is the policy and this is not allowed and you need to find another place to do it.

MS. McCORMICK: Yeah.

MR. SYLVANOWICZ: And if they want to come to the board to get permission explicitly, they could follow that up and I can give them information on that.

MS. McCORMICK: But this -- didn't this -- I think what happened, wasn't somebody specifically asking to -- when you told them, "You're not allowed to use the park for this purpose," and they said, "Well, do you have," you know, "a written resolution that says that," and so this, I think, would be helpful if -- if it comes up again in the future.

MR. SYLVANOWICZ: Exactly. Well, in that situation, that's a lot more easier because -- I think the

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guy was very upstanding. He -- I had to chase him off one park and then he was at the other park the next day, so I did the same thing. I was like, "Just at the end of the day, you can't come back." You know, you got to picture the situation that there is 25 kids there with 25 moms watching.

So I think he reached out to his attorney, which then we forwarded it on to you guys, so that's what started this all at the workshop. So in this situation, we could give that person's attorney the -- the information that they are seeking.

CHAIRMAN LEWIS: And I know it's the -- it's a fine line or a gray line, but -- you know, kind of to Reggie's point, you know, whether it's a team that's just out there practicing and there's practicers hanging around. I think you can sort of sometimes tell -- right --

MR. SYLVANOWICZ: You can.

CHAIRMAN LEWIS: -- because they have maybe -- it seems like to me, I've seen some people --

MR. WIMSATT: Equipment.

CHAIRMAN LEWIS: -- that already have the equipment.

MR. SYLVANOWICZ: Yeah.

CHAIRMAN LEWIS: Is that what you just said?

MR. WIMSATT: Yeah, the equipment.

CHAIRMAN LEWIS: Yeah, it's typical, just a little

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soccer goal and a couple of cones or something. So --

MR. SYLVANOWICZ: I think -- my experience is that if you see -- and I'm going to say like a tutor coach out there with two young, you know, whatever, kids, playing a sport and has the equipment, I have a tendency not to bother them because that person can say, "Oh, these are my neighbors," or, "These are," you know, "my kids." What do you say to that? And it's when -- this one was particularly because it was 20 kids or 25 kids.

CHAIRMAN LEWIS: Okay.

MR. SYLVANOWICZ: And it was summer camp. It was that first week right after the kids got out and they were all there with the cones and the nets and everything.

CHAIRMAN LEWIS: Okay.

MS. DILLEY: Just might need to have the documentation.

CHAIRMAN LEWIS: For sure.

MR. SYLVANOWICZ: Yeah, that I can present to someone.

MS. McCORMICK: So did they vote on that?

CHAIRMAN LEWIS: We did.

MS. McCORMICK: You did, okay. I asked Heather to include it in the agenda packages and Chris Barrett was nice enough to send this to me and remind me that regarding the Montague Street Greens' usage guidelines, the board, by

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motion, had approved these guidelines that addressed the use of the Greens there.

So this is -- you know, this is a different policy. It is not -- it's not the same as what we just adopted for Baybridge Park and Glencliff Park, but I wanted to just bring that to the board's attention to remind them of that.

CHAIRMAN LEWIS: Okay.

MS. McCORMICK: Did you have anything to add to that?

MR. BARRETT: No. I mean, basically, the thought was -- when it was adopted was how could we use that green space as it was originally developed by the developer, which is to promote even -- sometimes like for-profit things, like the farmer's market there, which previous district policy wouldn't have permitted.

So -- you know, I think that that's a different type of greens space than Glencliff Park and Baybridge Park where people expect something like maybe an art show or a -- you know, a little bit market, like a market on the weekend that that's for-profit.

So that's -- that's -- like we wanted to create this situation where we could encourage people and say this is a different type of greens space and if the community wants this sort of neat thing, then we should do it.

CHAIRMAN LEWIS: Right, okay. Good point.

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MS. McCORMICK: And then one oth- -- so just following up about the cell tower and I asked Vertex to provide me with copies of all of the checks or -- or payments that have been made to the district since the lease started and Allen was good enough to provide me with all of that. I forwarded it to Kai and Sylvia Valentin, their accountant, is going to go -- she's been on vacation, but when she gets back. I just want her to reconcile it with what the district is showing as received so we make sure that that is all checked off.

There was also an issue regarding the certificate of insurance from Vertex and I also wanted to see the certificate of insurance that Vertical Bridge will be providing, so Allen forwarded that as well as the sixth amendment and the estoppel and consent that's been approved by the board to Vertical Bridge. And I haven't heard back since that happened, but I just wanted to give you an update about that.

CHAIRMAN LEWIS: All right. Thank you.

MS. McCORMICK: That's all I have for now.

CHAIRMAN LEWIS: All right. Erin, thank you. Moving on to Robert.

MS. DILLEY: And Robert, I apologize, but we put the engagement letter in there.

MR. DVORAK: Oh, no.

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MS. DILLEY: So -- but we'll get to that afterwards.

MR. DVORAK: Reggie already gave me a head's up before the meeting that there was one that got stuck in there.

CHAIRMAN LEWIS: I'm curious what your perspective is on that. The engagement letter for Greg Kristovich, for the golf course.

MR. DVORAK: So you can go to that other document that I sent --

MR. SYLVANOWICZ: The maps?

MR. DVORAK: Yeah, so we went over the -- the RFP at the workshop last meeting and we were missing the -- the community maps that showed the locations that goes with the RFP and the function of map is to point the contractors in the direction of where the problems are that we identified so that they can provide a -- you know, save time on their visit and go out and look at the areas.

Jerry also, while he was out there in the single-family areas, marked the panels that need to be replaced with an X, small X, with spray paint and hopefully, they're still there when the -- you know, they don't wear off in the next month or so and if we decide to move forward. And he put a dot for the panels that need to be ground. There is 1,500 voice memos he did for himself to

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identify all these locations.

So -- and this inventory represents -- like I explained last time, this inventory just represents the total quantities of everything that we identified. So the idea is -- I mean, last go round, we had all these change orders after -- or during construction. We've -- we're going to require -- this go round, so we're not dealing with this sort of like at the tail end is we've given them the map and we've given them the quantities and if they find it anything in there -- the consultant for the -- the contractor that we pick identifies something that is in excess of that, that they identify it beforehand so that we can verify that those quantities are in excess of what we estimated ahead of time.

CHAIRMAN LEWIS: Right.

MR. DVORAK: If we agree and go, "Yeah, wow, we missed that one," you know, there's three extra grinds that the boards needs to -- you know, that we need to approve or we need to consider approving or something weird like that as opposed to dealing with it at the tail end.

But we have a really good handle -- and I -- I know you guys -- I mean, my suggestion at the workshop was to move forward with all of the communities and just see what these proposals come in at and then you can decide whether -- what neighborhoods you want to do based on the budget or

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the amount that you want to spend this upcoming year.
But Jerry was -- and I think I mentioned this at the workshop, that the Greens were the one neighborhood that was in the most need and that he would rank the highest priority in terms of -- you know, as a -- as the one that needed to be done.
But anyway, that was it. I mean, it was really nothing else to it. Like everything else is the same. I'll just remind you that we had like -- we had put down sort of a tentative bid calendar and he said, "Well, if," you know, "you guys decided to move forward at this meeting, we would have it on the street" -- and this is going to have to be advertised because of the size of the --
MS. McCORMICK: It's over the 195.
MR. DVORAK: Yeah, so it would be advertised on 9/4, have a pre-bid meeting on 9/15, proposals due to us by 10/23 and then the board would have the -- you know, the summer to --
(The librarian makes an overhead announcement.)
MR. HIGH: So I just have a few comments. I think it's really straightforward. So you have the map here, but the exhibit, the one I saw, it wasn't included, so make sure you include that. I did see it's registered to Mark. It needs to Kai and then lastly, I don't see what the -- what sidewalk they are like -- what they're specifying for the

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bidders. I don't know if you want to reference a -- or just like tell them to reference Hillsborough County or something like that or even -- you know, just for -- like the light, if --
MR. DVORAK: Oh, yeah.
MR. HIGH: -- estimating what am I -- what am I putting a bid together for. Right? They need some kind of technical spec or something. They need direction.
MR. DVORAK: I think we -- at least in the last one -- and I'll check again -- we referenced DOT.
MR. HIGH: Yeah, some DOT, but even for the local --
MR. DVORAK: Yeah, I'll double check because I'm pretty sure the last time we just referenced DOT sidewalks, which took care of that.
CHAIRMAN LEWIS: I don't remember.
MR. DVORAK: Yeah, but that's -- those are all good. But that's it. I mean, that's kind of where we're at and you don't have to move forward with advertising. You can sit and ponder it a little bit longer, but everything is good to go.
This map, I -- this still needs to have a review on it, but that's the only -- that's not going to take long, so if you wanted to move forward, we could have everything together by like the end of the week.

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MR. BARRETT: So just given the size of the contract, just break it up into like chunks so that we can --
MR. DVORAK: Well, right. So what you can -- (indiscernible.)
MR. BARRETT: What's the likely -- (indiscernible.)
(Multiple speakers speaking at one time.)
MR. DVORAK: Every -- every neighborhood is going to have a separate bid for proposal.
MR. BARRETT: So when you say neighborhood, you mean all of the Greens or subdivisions within the Greens?
MR. DVORAK: Well, there is the Greens and then there is one or two other areas within the Greens.
MS. DILLEY: Yeah, there was the --
MR. SYLVANOWICZ: Village Greens.
MS. DILLEY: -- Village Greens and the Greens.
MR. DVORAK: Right, so those two are separated, but the whole Greens is included in one proposal.
MR. BARRETT: And how many other neighborhoods are in addition to the Greens?
MR. DVORAK: Let's see -- one, two --
MR. WIMSATT: Harbor Links, Village Greens --
MR. BARRETT: Harbor Links. All right. That's what I wanted -- I just thought --
MR. DVORAK: Probably six. Stonebridge, Vineyards,

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West Park Village, Village Green, Harbor Links and the Greens.
MR. BARRETT: Good.
MR. DVORAK: Yeah, because last time, we were able to like pick. You were able to like -- you had multiple contractors and two -- there were two of them and you would go, "We'll take these guys for these two and this guy for this" -- "for this one."
CHAIRMAN LEWIS: All right.
MR. DVORAK: So it will be the same way.
CHAIRMAN LEWIS: Sorry. What are your thoughts, Chris?
MR. BARRETT: Well, I -- so this will land in next year's budget. Right? So I need to look at -- I need to go back and look at the approved budget for what do we have for sidewalks. You know, I think that we have to be conscientious of our fund plans -- right -- because our fund balance is how we fund hurricanes -- right -- and then we need three to four months of operating expenses to cover, so that leaves us not a whole lot of wiggle room left. Right?
So -- and we've been kind of burning through the fund balance with like some of these big projects and to some deficits and we're like, "Yeah, okay, we're cool with that because this is a huge fund balance." But I think we're getting at this point where we have to take seriously

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-- all right -- our budget number.
So whatever we have budgeted next year for the sidewalk, whatever we landed on -- I don't remember what it was, we really should stick with that for this coming year and then if we need to change it for the following year, then we make the conscientious decision rather than eating up the fund balance so we actually fund this property.
But I think we're at the point where we've got to start being cautious about like maintaining the budget on these big projects.
MR. GILLIS: And I would say, too -- and I've been pushing so -- and we need to put them in context because if every time we look at these things separately and make decisions separately -- I mean, we really need to have a discussion at a workshop about the big projects at one time and try to put them in relative terms because otherwise, we'll keep approving stuff moving forward and -- and then trying to figure out how we're going to do C and D.
MR. BARRETT: Yeah, we've gotten away with it because of the big fund balance, but these big projects, we have got to actually have them in before our budget process and build them into the budget or we just need to hold off.
MR. HIGH: Can you remind me what the estimate is for --
MR. DVORAK: It was -- for all of the -- for

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everything in there, it was about a half million dollars.
MR. BARRETT: Which I know that's got to be more than twice what we budgeted for sidewalks this year. I'd be surprised if we went over 200K for that.
CHAIRMAN LEWIS: Yeah, I don't think we did. I think it was -- I can't remember for sure, but it -- okay. So I think the consensus is kind of let it sit. Right?
MR. BARRETT: Well, I -- I think we should be bidding it out and like doing what we can this year with the emphasis on the Greens.
CHAIRMAN LEWIS: Oh, you do? Okay.
MR. BARRETT: But my concern also for the Greens is like those are the ones who are legally responsible for it and we've just identified problem spots.
MR. WIMSATT: Well, we've got -- we've got money in the budget to do it.
CHAIRMAN LEWIS: I misunderstood. Okay, fair enough.
MR. HIGH: And we won't know where the market's at until we get the bids from the contractors.
MR. BARRETT: So I would say we should -- let's go ahead and bid it, but it's probably not going to be the entire bid that we end up saying, "Yeah, let's move forward with all of this."
CHAIRMAN LEWIS: So we need -- that's a -- we need

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formal action then?
MS. DILLEY: Mm-hmm.
CHAIRMAN LEWIS: Okay. So that's a motion?
MS. McCORMICK: Yeah, based on the schedule that Robert presented.
CHAIRMAN LEWIS: Yeah. All right. I'll second that.
All in favor?
MR. HIGH: I do have a comment.
CHAIRMAN LEWIS: Oh, sure.
MR. HIGH: The three things need to be fixed: Add the maps and you got to change for the -- to Kai and then put in -- you know, at least a technical spec of what they are bidding on for the sidewalks, for the concrete.
CHAIRMAN LEWIS: Do you want to amend your motion just to make sure you include that?
MR. BARRETT: Yeah, all of these three things.
CHAIRMAN LEWIS: And I'll second that, too.
MR. BARRETT: Especially that last one.
CHAIRMAN LEWIS: All right. All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: All right. Now, it carries five to zero.
(Motion passes.)
MR. DVORAK: Yeah, I thought we had a DOT index

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number. I could swear we had a -- the DOT index number in -- where we had the bid summary and it must've gotten --
MR. HIGH: I did see it in the DOT -- one of the DOT records.
MR. DVORAK: Yeah, I'll look at it.
CHAIRMAN LEWIS: Yeah, look at it. Okay.
MR. DVORAK: The last thing I had was we had finally gotten our letter on pond 120, sub C, from the Water Management District, which is -- says exactly what we suspected it would say, which is, you know, there's stuff in the sump and there's unpermitted walkways and unauthorized wetland impacts to the mitigation areas and the setbacks.
I don't need -- I don't need a -- I don't really think that I need -- we need to get into the -- the weeds, into the details on that without our other attorney here necessarily, but the -- the date on here -- obviously, we're not going to have this resolved by September 19th.
MS. McCORMICK: Mm-hmm.
MR. DVORAK: Today is the 1st, so we need to request -- the only thing I need from the board is if we wanted -- we need to request, from the district, a time extension, which is very common. We do this all the time. I just requested a time extension for the third time at another community because they're trying to get things sorted out and they are looking at a lot of different moving

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parts. But I'm just saying that the district is willing to work with everyone that wants -- who is forthcoming and wants to work with them to resolve things.

So all I need is to like request this time extension and I would suggest like starting out like with a 90-day extension, at least initially and then when we come up with a plan, some kind of plan and we can put a schedule to the plan, then we can keep them informed of that. But like something has to happen now because we're on the clock as far as they're concerned and so -- but the first thing would be is let's just -- let's just get this additional time so that we have some -- you know, some room to come up with a strategy.

We still have, you know, the dredging that's scheduled for later this month. It was around the 22nd, I believe.

CHAIRMAN LEWIS: So yeah, we --

MS. McCORMICK: So Marsh Rainey -- Marshall Rainey is --

CHAIRMAN LEWIS: Hold on just a second. Go ahead.

MR. BARRETT: So does the dredging make sense to do since we're clearly obviously going to have to be compelling them to do a whole lot more, like -- or --

CHAIRMAN LEWIS: I don't know, that's a good -- so I think there's -- what I was going to bring up is you had

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some --

MS. McCORMICK: Yeah, so Marsh Rainey, our special counsel, as well as myself, had a conversation with one of the property owners, with John Consolman and he agreed to modify the letter agreement between -- between the district and them that would allow the dredging to proceed. It -- we did a carve out so that if there is any negligence or intentional misconduct by the district or the district's contractor, then that would not be covered; but for any, you know, property damage or personal injury, that's a -- as a result of what they have done there, they are going to hold the district harmless.

CHAIRMAN LEWIS: So that was both of them, though, or just Mr. --

MS. McCORMICK: Well, I only spoke with Mr. Consolman and he said that he and Mr. Gilligan were inconsistent about their -- were consistent with how they were approaching this, but I haven't gotten anything back. I just sent it today.

CHAIRMAN LEWIS: Okay. So I think with that, if they sign that and you get those back, I feel like -- I don't know, you guys tell me. It feels like it would be a little more comfortable moving forward with the dredging.

MS. McCORMICK: I mean, based on talking with special counsel as well. He thought that the dredging could

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proceed if this --

MR. WIMSATT: All of it is coupled with the dredging no matter what. I think we -- and I think from what I remember when we were talking about it, it needs to happen because the rainy season is upon us. If something happens, it's a big sump that needs clearing out.

CHAIRMAN LEWIS: Mm-hmm.

MR. BARRETT: But we --

MR. WIMSATT: I mean, there is other stuff that needs to be done there --

MR. BARRETT: Right.

MR. WIMSATT: -- but the homeowner's the one who is responsible for doing that.

MR. BARRETT: But we end up doing the job a second time essentially. Worse case scenario, pulling all the seawall out is -- because that sounds like what they are requesting.

MR. HIGH: You're right.

MR. DVORAK: It is.

MR. HIGH: You would have to -- the dredging part, we would have to do on the second mobilization onces it's already cleaned out.

MR. BARRETT: So we wouldn't be paying for stuff -- the same thing two times.

MR. HIGH: Yeah, it doesn't mean it won't get

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filled up again.

MR. WIMSATT: Yeah, but we need to dredge it first before we can pull stuff out.

MR. HIGH: You're right.

MR. WIMSATT: Because it's just going to fill it up even more.

MR. DVORAK: The material that's in there -- right, so if you were to just postpone things, you're going to take more material out, but the material that you're taking out now would at least give the thing some capacity and if it takes six months or four months for this to sort out, it's not going to be necessarily a lost effort in the sense that, you know, we're -- it's stuff that has to come out anyway.

MR. BARRETT: All right. Cool.

MR. HIGH: Is there any way that, on the 15th, to talk about this in the workshop? I don't know if it's full yet, but can we talk about those requirements and -- and try to get to that during the workshop?

MR. DVORAK: Yeah, well, I think that's more of a legal thing going forward now. I mean, they -- these guys have just said this is all the stuff that needs to happen and I mean, I don't know what our -- I mean, I'd like to talk to Marsh about what our role is going to be. In other words, is this something that you -- you know, they were copied on this letter.

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MR. BARRETT: Marsh Rainey?
MR. DVORAK: Right, and so --
MR. BARRETT: He's seen this?
MR. DVORAK: Yeah, I sent it to him, I sent it to Matt, I sent it to Erin as soon as I got it. I mean, just -- it was sent to Matt anyway and they were copied, the two homeowners were copied, Heather was copied and so everyone has like seen the letter. So I just don't know if getting these improvements out are solely on -- going to be something -- the responsibility -- I mean, of the homeowner to do this in some amount of time or is it -- are we do doing it? Are we taking their barbecues down? Are we doing their -- you know, their patios, like that --
MR. HIGH: I think our responsibility is to the pond and their intrusion in that -- into that wetland, I would believe that's probably between the state or the county and the homeowner. I don't see why that's on -- and we could -- we could figure that out, but I think our first responsibility is to get that capacity and the function back to that pond.
MR. DVORAK: Yeah, I agree.
MR. HIGH: It's not about just cleaning it out.
MR. DVORAK: I agree, but as the permittee, I think that they're -- like the stuff in the wetland is a great example. We didn't put it there.

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MR. WIMSATT: Yeah, this is --
MR. DVORAK: But that's the -- the letter came to the CDD because it's our wetland.
MR. HIGH: Yeah, that's a good point.
MR. DVORAK: So who takes all the stuff out of the wetland? We could go take it out tomorrow. David could send a bunch of dudes over there and start carrying stuff out, but is that the way we want to --
CHAIRMAN LEWIS: Well, and I think this is part of the discussion with Mark, is hey, to me -- I mean, my personal opinion is hell no, we're -- they put it in there, they can take it out.
MR. WIMSATT: Yeah, we should tell them that they need to take it out and give them the first opportunity to and then if not, then we do it and we enforce some sort of --
CHAIRMAN LEWIS: And I think that eventually, it comes down to the seawall, too. Right? So --
MR. DVORAK: Yeah.
MR. WIMSATT: Yeah.
CHAIRMAN LEWIS: Or that's the -- what we're calling it, the seawall.
MR. DVORAK: Yeah. All right. Well, I'll request this time extension and then at the workshop, we can maybe have Marsh get --

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MS. McCORMICK: Yeah, yeah and why don't we coordinate with Marsh also about the extension of time before you commit to the --
MR. DVORAK: Okay, that's fine.
MS. McCORMICK: -- the -- okay.
CHAIRMAN LEWIS: So going back to Chris High's question about the workshop, though, do we want to discuss that or do you want -- well, I guess we'll wait and see, maybe --
MR. DVORAK: Yeah, I think it would be appropriate to have Marsh give some feedback on how -- I mean, if he's seen this letter, I'd like to have his opinion on how things should proceed from here.
MS. McCORMICK: Yeah, he and I -- it just came in and I -- I just saw it a few days ago, I think, so I haven't talked with him about it since we got the --
CHAIRMAN LEWIS: Okay. Well, we have a few days to -- if we can't get it on, then --
MR. HIGH: Yeah, if you could talk to him and like get on the same page and get like -- you know, because I'd like to have maybe a plan or an idea on how we proceed with the -- with this and if we can't do it by the 15th, then -- then maybe we push it to next month, but in my opinion, it shouldn't be a board meeting discussion; it should be more of an open workshop discussion and have the --

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(indiscernible.) Sensitive to the residents also.
CHAIRMAN LEWIS: All right.
MR. DVORAK: I didn't have anything else.
MR. SYLVANOWICZ: Before we move on, I guess I need guidance on communicating that with All Water and Reid Conner about the --
MS. McCORMICK: Let's get the letter agreement back, which will hopefully happen this week and as soon as we have that, then, you know, we'll get Matt to sign it and then you can get them scheduled.
MR. SYLVANOWICZ: Thank you.
CHAIRMAN LEWIS: Weren't they scheduled?
MR. WIMSATT: I thought they we're scheduled.
MR. SYLVANOWICZ: They're tentatively scheduled for mid September.
CHAIRMAN LEWIS: Okay.
MR. DVORAK: I think it was the 22nd.
MS. McCORMICK: Well, I wouldn't change the date then --
MR. SYLVANOWICZ: Okay.
MS. McCORMICK: -- if you already have a tentative --
CHAIRMAN LEWIS: Let's get through this week and hopefully, we'll get those letters back signed and then if -- if it looks like it bleeds into next week, then reach out

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to them and say, "Hey, we're" --
MR. SYLVANOWICZ: Okay.
MS. DILLEY: Because they've held that schedule for us.
CHAIRMAN LEWIS: Okay. Thanks for asking.
Okay. Heather?
MS. DILLEY: Okay. Settle in because I have a lot. Actually, Reggie, do you want to go over that engagement letter that was --
MR. GILLIS: Sure.
MS. DILLEY: -- basically brought up at the workshop about payment for Greg to continue with his consulting services for the board. So --
MR. GILLIS: Yeah, so when I gave -- at the workshop, I gave an assessment -- first, I presented the board with a -- it said one page, but it was like three pages -- analysis from Greg Chesney, former supervisor, who had been approached by the owner of the golf course about acquisition.
What I suggest in the workshop, which I will make a motion here, we have a -- a golf course appraiser who has worked on this for years. He worked -- he worked on the first potential acquisition over ten years ago. He's very familiar with Westchase, a lot of the golf courses in the area, has worked with us in previous discussions with the

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owner and we do not have a -- a current -- his current rate engagement letter.
I'd like to make a motion to accept his rate in the letter. It's at $350 an hour. I would propose that we probably -- I would suggest maybe a -- 20 hours as an initial assessment to take a look, so it would be up to $7,000 to spend on having him do an assessment because what we have is only what a former supervisor gave us, his assessment of where -- and as I mentioned in the workshop, I believe there's a lot of inaccuracies in that proposal. I think there's a lot of information that needs to be looked at and verified at by someone taking a look at the actual condition of the golf course and type things and make recommendations.
I have had no engagements with him since then because we don't have a letter, so that is the purpose of -- of seeking the engagement --
MS. McCORMICK: So what -- yeah, I was just going to suggest that we take his engagement letter or his proposal and attach it to an agreement that will have like the requirements for public records and e-verify for the human trafficking affidavit and just the standards that he's going to meet in performing this work. So we've got, you know, templates, but rather than just sign this engagement letter, I think it would be better to --

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MR. GILLIS: So would you prepare that?
MS. McCORMICK: Yes, I can do that.
MS. DILLEY: But this was kind of an example from November, so it was just something for the board to have. So we'll have a district agreement, it's just up to the board if they want to put a not to exceed.
CHAIRMAN LEWIS: Right, I'm going to second Reggie's motion and then we can discuss.
MR. BARRETT: Oh, okay.
MS. DILLEY: Okay. For 20 hours at 350?
MR. GILLIS: Yes.
CHAIRMAN LEWIS: Yes.
MS. DILLEY: Okay.
MR. BARRETT: So to -- to what extent is the golf owner making available to us his books and things like that? Does he still want a letter of intent before he does that or --
MR. GILLIS: So this is the point I was making at -- for the workshop. We're nowhere near any of that.
MR. BARRETT: Right, but we can't really -- we can't really make a good judgment in terms of the worth of the course unless we get him to crack open those books and I don't know that he's going to do it without a letter of intent. But to clarify, a letter of intent does not commit you to actually making the purchase. It simply says, "Hey,

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we're interested, this is the price we" -- and then do the -- just makes it possible for us to do the due diligence. Does that make sense?
MS. DILLEY: Mm-hmm.
MR. GILLIS: Yeah, so -- but we have no -- all we have is an assessment of a former supervisor's comments about a conversation with him. So there's been no engagement, there's been no back and forth with the owner, there's no, "This is crazy, this is good," none of that.
So what I am -- I'm suggesting is -- there's another part to -- one, I think we need to get that professional input. He may decide that he wants a letter of input only or he may engage with Greg Kristovich as he has in the past at length without --
MR. BARRETT: All right.
MR. GILLIS: -- without talking money. But we don't have any of that right now, so that's why I'm suggesting that we at least get some of that more professional -- an assessment that looks against all the other environments, the other golf sales, all those things in the area as part of that community input.
So before -- after we go off of that and I want to kind of go into the second part of it, I believe we need to have a more thorough discussion at the workshop and clearly, the next one should be probably pretty appropriate for it

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and I would also like to get -- we talked at a workshop, but there's this Greens' work group that was really established for a specific purpose.

I saw your note, Mr. Stone. I -- when I read that, it sounded like the Greens work group is expanding to do something else, too. I would suggest -- what I'd like to do is have a community outreach -- I would call it that instead of a work group -- a couple of hours prior to the workshop.

There's -- we have spent -- we have had hours and hours and hours of workshops about potential acquisition. There's a lot of information that the community is not aware of and I would prefer to get as much information out as possible and get that circulating amongst the community and then provide their input -- anyone that decides to show up to the board members as you have -- as we all have a discussion together at a workshop.

And I believe this won't be a one-time event. There is an awful lot that we should go into in a form in which we can openly discuss it for an extended period of time because as I heard at the end of the workshop, this is a pretty monumental potential event for the community and it requires -- I believe it requires a very more detailed in depth look at what are the impacts, the costs, the nonmonetary costs, all those things in a thorough discussion with the board and I think it's going to take time. I think

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it will take more than one session more than likely.

MS. DILLEY: Agreed.

CHAIRMAN LEWIS: So we do have a motion and a second on the floor for the engagement letter. So --

MS. DILLEY: I do not have a motion yet.

MR. GILLIS: And it should be --

MR. BARRETT: Yeah, there's a motion and a second.

CHAIRMAN LEWIS: Yeah.

MS. DILLEY: Who made the motion?

CHAIRMAN LEWIS: Reggie made the motion, I seconded it.

MS. DILLEY: Reggie, okay.

CHAIRMAN LEWIS: For discussion purposes, which went farther than --

MS. DILLEY: That's okay.

CHAIRMAN LEWIS: It was good, it was good.

All right. So all in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: Carries five to zero.

(Motion passes.)

MS. DILLEY: Okay. So we'll get that drafted up and we'll send it over to Tara and she'll send it to the supervisors and it'll be ratified by the next agenda.

CHAIRMAN LEWIS: Okay, awesome. Thank you, Reggie.

MS. DILLEY: Thank you Reggie, appreciate it.

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MR. GILLIS: Yep.

MS. DILLEY: Okay. Well, there is just a couple of items that I'd like to go through pretty much line by line. One is the guidelines for coding that we went through and Chris Barrett had a five page, which was amazing. It had good input to it. I put the summary together that the board had looked at before.

During the workshop, we had quite a few directions of how weaned to go. I made should revisions. Chris gave me some more confirmations that I needed. What I'd like to do is just kind of go down this. If there's a section that the board wants to re-discuss, I'd certainly like that because my goal is to have pretty much the guidelines determined from the board's point of view and then I'll draft up something that's a little more professional, should I say and work with Erin, so this would be kind of our document of coding in 2028.

So we want clear expectations, transparency of how we're going to be coding, to which villages, to the general funds. So that's my goal is to kind of just go through that today just to make sure that if the board has any other discussion. Is that all right with the board? Because then I can move forward with getting something a little more -- I don't know what you call it, professional resolution, something like that instead of a summary.

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CHAIRMAN LEWIS: And let me just -- real quick, I'm sorry, let me just say this. I'm not looking for feedback right now because there is an audience comments coming up, but I just -- I said this at the workshop and I -- I meant it and I think we all meant it. It was good, I know Steven said earlier in the comments that it was a good working workshop.

But I appreciate what you guys have done and we're just trying to acknowledge that and work through this. We will not agree on everything necessarily I don't believe, maybe, maybe we will, but I just want to bring that on the record to mention that. So --

MR. BARRETT: So my feedback to Heather specifically is that like all of the yellow stuff were her recollections of different discussions we have and I confirmed that, yeah, that was my recollection, too. My recollection is that we did touch on all the green things and we were cool with them except for the one, that we wanted to switch just about all pond costs, like all pond maintenance over the years, erosion control. That would go to the general fund and that was one of your green items.

So that was the only one that I recall, yeah, we discussed that and that one, we made a decision about moving that to the general fund and she just wanted to get confirmation of that.

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MS. DILLEY: Yes, thank you.
CHAIRMAN LEWIS: I recall that as well.
MS. DILLEY: Okay.
CHAIRMAN LEWIS: So are we going to do --
MS. DILLEY: So -- yeah, if you want me to run through it, that way, I'm very clear about it.
MR. BARRETT: It's up to the board. I -- I think that actually, everything in the green, we actually did discuss and they're okay except for that pond thing that needs to be moved to the general, but it's up to you guys whether you want to go through it or not.
CHAIRMAN LEWIS: Well, I -- so I also had a conversation with David and Sherida yesterday because a couple of days after our workshop -- it might be good to just go through each one just so we're clear because I -- I -- we may need to have some other conversations about this because they brought up some stuff where -- I know what we talked about at the workshop, but it may be -- become an issue and they see there is potential issues with it.
So if you guys don't mind, I actually have somewhere where I got to be, but this is important.
MS. DILLEY: Okay. And a lot of this, like Chris said, we did discuss at the workshop, so it shouldn't take too, too, long. I'm just going to go through. We've got the gated neighborhoods, general cost. We've got all

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district engineering and district counsel will be allotted to the general fund. We've got all resident requests involving district funds above $500 will be brought to the board. It's the discretion of the staff members if they would like to go ahead with $500. Sometimes there is little requests for $500 or less, so it's at the discretion of the board if they'd like to move forward. If it's more than $500, we'll bring it to the board, of course.
And the Chair is authorized up to $5,000 in between meetings. District manager is authorized up to $5,000. Between the two of us, we have $10,000 combined. Then, we've got costs associated with gates and guardhouse. I've got security cameras, access, software, hardware, scanners, decals, clickers that are going to be individually funded by the -- by each village. Correct, Chris?
MR. BARRETT: Well, the clickers are funded by the residents in the village, so -- and the clickers are the one thing we talked about moving to the general fund because those are -- those are costs -- they're --
MS. DILLEY: Kind of evened out, okay. So I've got the -- the guardhouse security contract, utilities, janitorial -- (indiscernible) gate, call box repairs, power backup, those are all individual, individual village costs. Let me make sure -- then, we had all district holiday decor will be out of the general funds.

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Moving on to costs associated with rights of way, we've got all road resurfacing, curb repairs, storm sewer maintenance costs will be allocated to individual villages is what I had. All streetlights and reclaimed water utility costs will be allocated to individual villages and I have here traffic control devices, fences, walls, entrances, monuments will be accompanied to their -- or will be billed to the villages. Does that sound about right on those items?
CHAIRMAN LEWIS: So hold on, hold on just a minute. David and Sherida, on the right of way that we talked about yesterday, because street trees are in here, is this where this falls that we had that discussion about viburnums and --
MS. COOK: The trees were a different conversation.
CHAIRMAN LEWIS: Okay, okay. I just wanted to make sure. Sorry.
MS. COOK: But we did talk about right of way.
CHAIRMAN LEWIS: Yeah, okay.
MS. DILLEY: Do we want to have more discussion on any of those items?
CHAIRMAN LEWIS: I don't think so. I think we're okay with that being individual.
MS. DILLEY: All right. And then I've got the two exceptions. We've got the routine mowing, hedging, trimming

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is covered by Westchase general. We've got sidewalk repairs, replacement covered by general, reverts back to -- that was 2025 and then it reverts to individual funds in 2028. Then, we've got --
MR. BARRETT: No, not until -- there is no ending to that, so it would be --
MS. DILLEY: The sidewalk repairs?
MR. BARRETT: Yeah, if we end the sidewalk replacement programs, then this stuff would have to revert to the neighborhood specific funds.
MS. DILLEY: Okay. After -- after the one that we were talking about with Robert?
MR. BARRETT: No, no, I'm assuming that this will continue, but if the board elects not to continues with the sidewalk repair, replacement long term -- my guess is we're going to go back and --
MS. DILLEY: Keep going.
MR. BARRETT: Right.
MS. DILLEY: Okay.
MR. BARRETT: Then, it would have to be -- they own it, the right of way.
MS. DILLEY: Makes sense. All right. Then, I've got costs associated with ponds and storm water. I have sump, weirs, dredging, pond bank erosion, fountains, aerators, that's under general. I have SWFWMD permit

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compliance costs unique to the neighborhoods. That will be individually charged --

MR. BARRETT: General.

MS. DILLEY: Oh, to general. Okay. See, I'm glad we're going over this. All right. So same thing with an exception, general pond, spring trash removal covered in general. We've got costs associated with gated neighborhood pocket parks. We've got all pavilions, fencing, benches, walkways and pressure washing behind the gate will be allocated to individual villages.

And then I have all sod, landscape and irrigation costs will be allocated to individual villages outside of the normal maintenance contracts. Then, I have all park signage, maintenance, repair costs will be allocated to individual villages. I have split invoices. I have split based on actual proportion of work, costs. When a reliable breakdown exists with exceptions, if no reliable, breakdown costs will be allocated to the general fund -- allocated, it will be coming out of the general find.

CHAIRMAN LEWIS: So -- okay. Let me stop you there. Is that one of the ones we talked about with vendor billing yesterday?

MR. SYLVANOWICZ: Yes and no.

MS. DILLEY: Okay.

MR. SYLVANOWICZ: Go ahead.

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MS. COOK: I --

CHAIRMAN LEWIS: Don't be shy.

MS. COOK: We should probably go back to the right of way. Let's go back to the right of way. So the right of way that we discussed yesterday -- feel free to talk.

MR. SYLVANOWICZ: No, no, you got it now.

MS. COOK: So the right of way we talked about, we tried to do an apples to apples comparison for you guys, so -- and this is what you already talked about, the viburnum, the fence -- fence repair painting on the Fords versus what was into the Greens, the right of way, the grass replacement.

CHAIRMAN LEWIS: Yeah, so the one grass replacement, I know -- I know just because it's the one that we have right now. It's like roughly 70,000. I think at the workshop, we talked about putting that in the general fund for this one time only.

MR. SYLVANOWICZ: Yep.

MS. COOK: But do you want to keep -- because it's the right of way, even though it's behind gated, it's right of way, we, the CDD, is responsible for mowing, blowing, cutting, watering.

MR. SYLVANOWICZ: Correct.

MR. BARRETT: So because we own -- we own that right of way on behalf of the Greens' residents, so that's

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why -- you know, that stuff, no one else in Westchase can access and appreciate it without an invitation from a Greens' resident, so that traditionally has been -- so long as I've been covering it, in 30 years, that's been the responsibility of the neighborhoods behind the gates because it's part of the ownership of the right of way. Right?

If we didn't own it, the Greens' HOA would own it and they would have to cover all of those costs, in addition to contributing to maintenance of other facilities elsewhere in Westchase.

MR. SYLVANOWICZ: So on a realistic level, if we likened it to the viburnum hedge row that's in the Fords -- so at one point, the oleanders were removed because they were growing out and leggy and this -- this was all in motion as I was coming onboard, so that was all removed and irrigation was put in to support the viburnum hedge to match the Montague project that had been done years beforehand.

So -- and it was -- that was about a $120,000 project all in the Fords. So that was just two items that we kind of put together and said if you're charging one, but you're charging the general on the other side.

MR. BARRETT: Yeah, I mean that's how -- yeah, I mean, if they -- if they had been created as an HOA, they would have to fund all that stuff themselves. So look, this is the -- they can always come and say, "We can't afford

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this," with the general fund funded and then we can opt to make an exception, but I think the general rule of thumb is no, if it's behind the gate and it's part of the right of way -- that's the deal of buying behind a gate. Right? That's -- you get the benefit of the gate so you -- in a sense, you can't have public assets behind a private gate. That's -- that's the basic rule of them. All right?

So yeah, it's a lot of money, but that's the cost of living behind the private gate.

CHAIRMAN LEWIS: And just so you know, I didn't have this conversation with the account programmer because -- no more than what was talked about at the thing, I just -- they had valid points and I wanted to bring it up. So --

MR. BARRETT: Once you start carving out exceptions, then everything is fair game because it's just a big number.

MR. SYLVANOWICZ: So these were just points and -- and I know you know we've talked about it, but these are just talking points that we wanted to bring up and kind of like get guidance from.

MS. DILLEY: Yes, that's great, that's great, especially for me.

CHAIRMAN LEWIS: So -- so Washingtonia palms are another one, just real quick because this is not -- and one thing that pointed out to me was this wasn't necessarily

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unique to Harbor Links. It's -- it's also in Radcliffe, Bristol Commons and Brentford and maybe some other common areas.

So -- you know, I think the point was, you know, are we charging individual neighborhoods or should we just put it in the general since it --

MR. BARRETT: Well, those palms are unique to Harbor Links. Now, they also are in Radcliffe -- right -- but the thing is is that's -- it's an asset behind a gate. Like how can you basically say we're going to charge them going forward for sod and maintenance and viburnum hedge, but we're not going to charge for the street trees. I mean, we should have a consistent rule of thumb. Right?

And if we budget right for this, this is not going to be an issue. I think we're running into this issue because we haven't budgeted right in the past.

MR. WIMSATT: And it's always been -- I mean that's always been my understanding of the policy going back from before I was on the board was that, you know, costs associated with neighborhoods behind a gate --

CHAIRMAN LEWIS: Right, yeah.

MR. GILLIS: Yeah, but -- I mean, he just pointed out -- and I think Steve pointed out before, I think we're talking past each other here. There have been incidents in which we have not been consistent in the past, so they're

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really kind of --

MR. WIMSATT: But that's consistent. The viburnums are outside the gate. Everybody sees them, everybody drives by them. They're a public -- you know, a public kind of facing part of Westchase. The stuff behind the gate is just the stuff behind the gate.

MR. BARRETT: By invitation only.

MR. GILLIS: Yeah, but when they did the audit, there were clear incidents in which the general fund paid for things behind the gates.

MR. WIMSATT: Well, it shouldn't be.

MR. GILLIS: I know, but it occurred.

MR. BARRETT: And there were a lot of errors in that audit, but in terms of -- I'm telling you, in my experience --

MR. WIMSATT: Shouldn't be the policy, though. Just because there were errors in the policy doesn't mean we should make the policy based off the errors.

MR. BARRETT: And I've been covering the district for years. This is how it's always been explained to me.

CHAIRMAN LEWIS: So real quick, though, is this the done -- and I'm sorry because I know there was quite a bit, but where there wasn't a fund for the nongated area for the tree trimming?

MR. SYLVANOWICZ: It's in the general fund. It's

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not in the village -- the --

CHAIRMAN LEWIS: So let's take the washy palms for example. Harbor Links, they have -- they have a fund that goes to that, for that.

MR. WIMSATT: Yeah.

CHAIRMAN LEWIS: Because of the gate. Right?

MR. SYLVANOWICZ: Not specifically Harbor Links.

CHAIRMAN LEWIS: Oh, not specifically Harbor Links?

MR. SYLVANOWICZ: No.

MR. BARRETT: None of these -- none of these neighborhood funds have anything spelled out. It's just R and M.

CHAIRMAN LEWIS: Oh, okay. Fair point. But I thought yesterday when we talked, there were a few that were bleeding over that -- that some did, where we went behind the gate and then others, it was like, "Okay. Well, where does this bleed into for the" -- for the using -- just putting everything in the general fund.

MR. SYLVANOWICZ: Well, I think the washy palms is a contract by J & R. They do them twice a year and then they do the sable palms once a year and they do the whole community and then when it's -- we don't -- we don't code it out that -- and correct me if I'm wrong. We don't code it out that like 500 of those washy palms get done in Harbor Links and 200 of them get done over here.

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MR. BARRETT: But it's -- it's easy to do. You just have the contractor say, "Look, what's the price for those behind the gate and what's the price for those not" --

MR. SYLVANOWICZ: But this is a change because that's not how it's been done.

MR. WIMSATT: Whether it's a change or not, it's how the -- it's -- from my understanding at least, it's the understanding of what the policy and the spirit of the policy has always been and if there's been incidents where we haven't implemented the policy consistently, then those are errors and we shouldn't say, "Okay. Well, all the errors and all the exceptions are now the rule." The rule is the rule and the spirit of the rule is still the rule and we're trying to --

MR. BARRETT: I think we're recognizing the staff members made a fair amount of errors and we're trying to put this in writing so we avoid these errors and having a consistent policy is going to produce fewer errors than having these random exceptions because we don't like the big ticket item.

CHAIRMAN LEWIS: And -- and I just want to make sure for those two because they -- they manage a lot of crap and I just want to -- I'm just trying to have this discussion to make sure we're on the same page to make it easy.

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So if we're going forward, you know, I think the point that Chris was trying to make is -- and I think we kind of talked about it yesterday is if you get a -- if you get a proposal, it needs to be broken out, though.

MR. BARRETT: And we -- we can, you know. You have my commitment that we are going to do a better job budgeting for these neighborhood communities and you can help me actually create line items so that we're not just looking at this blank R and M number. Right? We have lines for street trees, we have lines for all these other kind of big ticket things, so we build up a reserve in those neighborhoods to deal with these big ticket items.

MR. SYLVANOWICZ: So just to bullet point, are you suggesting that we count the washy palms and then divide a portion of it that way from Harbor Links to -- to general? Is that --

MR. BARRETT: I'm not asking you to count palms, just have the contractor say the cost behind the gate and the cost outside the gate.

MR. SYLVANOWICZ: Okay.

MR. WIMSATT: The contractor estimated the -- estimated it somehow, so let the contractor do it and say, "Hey, what's the cost between there and here?"

MR. SYLVANOWICZ: Okay.

MS. DILLEY: Good direction, you know. And this is

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all for 2028, so we'll have a great budget session and we can kind of go over these and have more line items. So that's the whole point in going over this.

So -- okay. Any other --

CHAIRMAN LEWIS: No, and I'm sorry, Heather. I might've stopped you from -- you might have stopped at like West Park Village or --

MS. DILLEY: West Park's here -- got sod irrigation --

MR. BARRETT: And also, Heather -- (indiscernible.) But that's accurate.

MS. DILLEY: Yep. I've got split invoices, split based on actual performance of work. Okay, I already went through that one. West Park Village, not gated, I've got alley maintenance repair and repaving behind homes, unique street signs, poles installation and repair. That's all going to be West Park Village.

Other nongated neighborhoods, like Radcliffe, I've got unique street signage, instillation and maintenance, power systems for the entry lighting will be directed towards Radcliffe. I've got other nongated neighborhoods, Stonebridge and Woodbridge and I've got all vulture mediation costs will be allocated to the individual village.

So does that sound okay? Do you have any others before I draft up something really nice for us?

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CHAIRMAN LEWIS: No, no other comment.

MS. McCORMICK: And this is going to start --from what Heather was telling me -- in fiscal year 2028. So once she finalizes her documents and what we can do is then like a resolution to the board where it would be documented that this is the way these costs are going to be allocated.

MR. BARRETT: Why wouldn't we do it at the end of October?

MS. DILLEY: Just because we've got the budget in place for 2027, so we don't have any of those lines items, so -- and this was kind of a moving forward. So for 2028, we'll redo the budget and then all of this will apply. So --

MR. BARRETT: Okay. Fair enough.

MS. DILLEY: Okay. All right. So that's one. Thank you so much for going over this with me. I know it's a little time consuming, but I just wanted to make sure I'm on the same track and the board members are all on the same track.

The other item that I had -- the other item I had was the working Greens' group. So if it pleases the board, I know Matt and I talked about this. There is some outstanding items. I'd just like to put some of them to bed, basically and I need board direction. There's a few of them here. Some of these are still being accounted for with

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the accounting department, so there is -- and records request, so there are a couple that are still being worked on.

Basically, the road reserves, I know we were going to make a motion for the road reserves. There's $190,000 that were returned back to the Greens, the R and R. If you'd like to move all of the $190,000 to a roads reserve for the Greens, I just need a board motion to do that.

MR. BARRETT: So moved.

MS. DILLEY: Okay.

CHAIRMAN LEWIS: I'll second that.

MS. DILLEY: All right. Mr. Barrett and Matt.

CHAIRMAN LEWIS: Any other discussion?

(No response.)

MS. DILLEY: We'll do $190,000 and we'll put that into a Greens' restricted road reserves. Is that what I --

CHAIRMAN LEWIS: Yeah.

All in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: Carries five to zero.

(Motion passes.)

CHAIRMAN LEWIS: Sorry, I -- I seconded it, you kept talking and I just kind of went with it. Sorry.

MS. DILLEY: No, that's okay. I'm glad we're getting through it. Okay. So there is a few other items.

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There was a 22,225 -- $22,225 reversal that -- it's up to the board. It is for a sidewalk repair. We did make the motion for the Greens' group and then the next month after the vendor was contracted, the board had, in March I believe it was, actually made a motion that the general fund would take care of all of that.

So the Greens' group is requesting that when we got the invoice in April, they paid for it. So because the vendor was in January or February contracting and then in March, the board approved having the general funds. So then when the bill came in in April, the Greens paid for it, so it's up to the board if you'd like to refund that back.

MR. BARRETT: So moved.

MS. DILLEY: Okay.

CHAIRMAN LEWIS: I'll second that.

MS. DILLEY: All right.

CHAIRMAN LEWIS: All in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: Carries five to zero.

(Motion passes.)

MS. DILLEY: Okay. So we will return that $22,225 --

MR. BARRETT: Actually, can we also add that to the road reserve?

MS. DILLEY: If it pleases the board.

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MR. BARRETT: I would -- what would be the simplest way? Just another motion to do or just amend the prior motion for the 190?

MS. McCORMICK: I don't think -- I don't know how -- this is going to work as far as the line items, so what would be better from an accounting standpoint?

MS. DILLEY: It's fine since we're going to reverse it into the general fund.

MR. BARRETT: So can we just make the -- include the motion that when you give it to the Greens' fund, to go into the road reserve?

MS. DILLEY: Yeah, absolutely.

CHAIRMAN LEWIS: I'll second that.

All right. All in favor?

(All board members signify in the affirmative.)

CHAIRMAN LEWIS: That carries five to zero.

(Motion passes.)

MS. DILLEY: Okay, thank you. And I know we had the clickers on there, but I'll put that together for all of them. Okay? All right. Couple more here. We've got -- we've got a few other invoices that were in question. Some of them are for 2024, 2023. I know that the board had taken directions -- some of these were -- actually, all of them already from the past -- all these invoices that are from the past, the sitting board had already approved this. So

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just moving forward, I need board direction of are you going to start looking at invoices from past years because there's been a couple of questions and the Greens' group wanting to revisit some of these invoices that they think were miscoded or -- or not.

So I just need direction from the board if you want to just -- that was approved in the past and that's where it should stay and we should moved forward or --

MR. BARRETT: I think they were small enough amounts that it's reasonable -- given the board's decision to reimburse the sidewalks, I think I'm okay with just like let's not open up the door to these individual invoices because the sum total was not -- it was not huge. Right?

CHAIRMAN LEWIS: I agree.

MR. BARRETT: So I would say -- do you need a motion for --

MS. DILLEY: I would just like to state it on record that the board is going -- is not going to revisit any invoices from past because they've already been adopted by sitting board members. So it's not like a motion because it's already been done, but I won't be bringing invoices to you having you take a look and saying, "Would you like to reverse this," like I was doing with the transfer. So --

MR. BARRETT: Yeah, I think that will help us move forward, we can make the changes Steve and I have discussed

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in terms of budgeting, things like this so that we focus on the future and doing things better and right.

MS. DILLEY: I agree.

CHAIRMAN LEWIS: And I support -- I support Chris' statement.

MS. DILLEY: Okay, thank you. I just wanted to make sure that the board was clear and it was on record. So -- okay. Just a couple of other items. One was methodology report. I do not know if the board is entertaining hiring another service to have a methodology report or not. That was on the Greens' wish list.

MR. BARRETT: I think that we decided at the workshop or the meeting before that we saw no reason to -- to change the methodology. No? Wasn't that -- wasn't the discussion --

CHAIRMAN LEWIS: It was the one at swim and tennis.

MS. DILLEY: Okay. So no, we are not going to move forward with methodology. We've got two requests for the fraud that was already -- already notified with the FBI. We've already sent a claim in with the insurance. There were two other requests. One is to notify the joint legislative auditing committee and the other was to reach out and notify Agro and Associates, which I don't feel that there's a reason to do that because that fraud happened in 2026. It will be audited next year. So it will be

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investigated and it will be audited and it will be in the audit for 2026.

So those two items, it's really up to the board if you want me to follow through and notify those two agencies or --

MR. BARRETT: If the attorney doesn't feel it's necessary, I don't know that it would be necessary.

MS. McCORMICK: I hadn't heard about this, nor have I looked at this issue before, but off the top of my head, I don't know of anything that would require us to notify an agency, but I'm happy to look at that.

MR. HIGH: I'm okay with whatever -- if there is no requirement or if the board --

MS. DILLEY: It will be, yes and just -- and just to be clear, so the insurance company is going to reimburse Westchase District that $73,000. So it has not been delivered to Westchase yet. Once -- that insurance check will be made out, so it's not going to be made out to Kai and then Kai is going to reimburse. So that's how it's going. So just wanted to be clear.

MR. HIGH: (Indiscernible.) You don't on its own.

THE COURT REPORTER: Matt, I cannot hear him.

MR. BARRETT: (Indiscernible.)

MS. DILLEY: That will go back to the general fund.

MR. BARRETT: General funds, okay.

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MS. DILLEY: Okay. So I just want to put that on record as well. Okay. There was a posting of the meeting minutes, that has been -- there was a delay in the meeting minutes and I had stated that on record before. It was in the revised meeting book. It was posted on the website and the board did approve those meeting minutes. I just wanted to go over that.

There's a couple other items from OLM reports. Those are records requests, so anyone can have records requests and we're getting those to the -- to the residents that would like that.

All right. Okay, we did the road reserves, coding accuracy -- we're doing that.

CHAIRMAN LEWIS: I think it's important that we put on the record, too, that we are going to restrict the road reserves to not -- unless it comes before the board, but that we can't just take from that fund.

MS. DILLEY: Yep.

CHAIRMAN LEWIS: So -- I know you said that earlier when we were refunding, but I just wanted to make sure --

MS. DILLEY: That will be a restricted fund.

Okay. Sod -- all right. Methodologies -- okay. Now, if I missed something, I know you guys can bring it up for me. Okay? I just want to make sure that we're going through our list and we're closing out some of these items

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and whether the board -- you know, I just want everything today on record so we can kind of close out some of those items and we don't have to go back and forth and the board is all agreeing to some of these.

So that is all I had, so I appreciate your input and I appreciate putting some of these things to bed.

CHAIRMAN LEWIS: Erin -- not Erin, Heather, on the Greens' working group letter dated August 26, 2026, the first one, the approved -- the refund scheduling of the funds of 102, did we go through that one?

MS. DILLEY: This is number one, Matt, just so I'm on --

CHAIRMAN LEWIS: Correct.

MS. DILLEY: Okay. So this total of 225,000.

CHAIRMAN LEWIS: Oh, that was related to the first one that we did. Right?

MS. DILLEY: Yeah, we've already responded. That was 190 and we -- we --

CHAIRMAN LEWIS: Fair point, okay. I just, for whatever reason, looked at the wrong --

MS. DILLEY: The other amounts are past invoices.

CHAIRMAN LEWIS: Agreed. Okay.

MS. DILLEY: Yeah, so like the 566 towards -- those are in the past.

CHAIRMAN LEWIS: Okay.

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MS. DILLEY: Okay. I think a lot of this was exactly what we covered for the workshop, so that's why I went through the coding again today so everyone is clear and you'll have a chance to address the board, if you'd like.

Matt, do you see any others you'd like --

CHAIRMAN LEWIS: The only other one I saw about the gate in Harbor Links on the Peabody Lane --

MS. DILLEY: Oh, yes.

CHAIRMAN LEWIS: I think, really, they're just looking for -- whether confirmation to which one -- what Peabody gate -- what the -- good Lord. Peabody gate services Harbor Links. So if anybody disagrees, let me know, but I think that's all they're looking for. So --

MS. DILLEY: Okay.

CHAIRMAN LEWIS: And I think that's -- I think that was it.

MS. DILLEY: All right. And then I'll just take a motion to approve the SOP that was listed. There was no -- excuse me. I don't know what's going on with me today, too.

CHAIRMAN LEWIS: I'm contagious.

MS. DILLEY: I guess so. There was no changes, so I'll just look for a motion to approve the SOP.

CHAIRMAN LEWIS: Also moved.

MR. WIMSATT: Seconded.

CHAIRMAN LEWIS: All right. Seconded by Jim.

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Any comments?
(No response.)
CHAIRMAN LEWIS: All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: Carries five to zero.
(Motion passes.)
MS. DILLEY: Okay. And that's concludes my section. So again, thank you so much.
CHAIRMAN LEWIS: Real quick. Whitlie, are you okay?
THE COURT REPORTER: Yes, sir.
CHAIRMAN LEWIS: Need a break?
THE COURT REPORTER: I'm fine.
CHAIRMAN LEWIS: Okay. All right. Just wanted to, make sure. All right. Heather?
MS. DILLEY: The only other thing, Matt, we just had a couple other items with the meeting that we had with the commercial -- the commercial owners. So --
CHAIRMAN LEWIS: Oh, okay. Yeah, I was going to bring it up under supervisor's requests, but I'll do it now. We did have a -- maybe some of you followed this from the audience, but for the other supervisors, we did have a meeting with Dr. Sosa and four other owners. Correct?
MS. McCORMICK: Yes, yeah.
CHAIRMAN LEWIS: Yeah, and we basically offered

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them a verbal offer, presented them with a verbal offer going back to four years based on the assessments. Erin, do you want --
MS. McCORMICK: Yeah, we didn't -- it wasn't an offer because it was just a meeting, so anything that would be approved would have to come before the whole board for it to be voted on --
CHAIRMAN LEWIS: Oh, I did say verbal.
MS. McCORMICK: -- but we did share information that had been compiled by Kai about looking at the assessments that had been charged to those commercial properties over the previous four years and if those assessments were adjusted based on the acreage, what the -- what the amount would be that would be given back to them for those four years.
They took that information and, you know, I think we all thought they were going to back to us, but we have not heard anything so far. So that's why there --
CHAIRMAN LEWIS: Yeah, that was about three weeks ago.
MS. McCORMICK: Yeah, there's nothing coming before the board right now, but we just wanted to give you a status of what had transpired.
MR. BARRETT: Okay, thank you.
MS. DILLEY: Thank you, Erin. Okay, that's it.

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We'll just move on to --
CHAIRMAN LEWIS: Audience comments.
MS. DILLEY: -- audience comments. Okay. So we'll do the same thing. It's limited to three minutes and I'll start with the front row and we'll just follow suit.
So anyone in the front row have any questions or comments? Again, it's up to the board's discretion whether they'd like to engage or just take it under advisement.
You ready?
MR. SPLAINE: Yeah.
MS. DILLEY: Okay.
MR. SPLAINE: You got your stopwatch? Okay. So quick one. Robert, would you mind checking your list of street repairs? Gretna Green appears twice and I don't know if one of them is referring to the Fords or both Gretna Greens refer to the Greens?
MR. DVORAK: Okay.
MS. DILLEY: I reached out to Jerry about that and he said the profiles are different, but they are both in the Greens.
MR. SPLAINE: Okay. Secondly, hearing that we're looking at implementing the policies in 2028, I understand that's how you layout the budgets, but meanwhile, we now have a year of potential -- another year of confusion as do we charge it here, do we charge it there. I would advocate

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that we make the policy changes that you all agree to effective this October 1st, even if it means some neighborhoods run a deficit, some don't rather than having another year of -- to just pick on Washingtonians, but are we paying for Harbor Links Washingtonians, are we not paying? You've already made the decision as to what the right answer is, why not make it effective October 1st instead of a year from now. That seems like we're just kicking the can down the road for no reason.
You mentioned 190,000 going back to the Greens. I thought it was 198? It was the 172 for the Shires work sidewalks and the 27,000 for the Ford fencing added together ended up being 198, 199.
MS. DILLEY: Yeah, there was already some expenditures out of that. I think it was roughly about probably seven or eight, so that's how we came up with the 190 because there was already charges to that account.
MR. SPLAINE: Okay. And then I guess I'll go back to my philosophical point, which differs from supervisor Chris, but if we -- we, the gated communities, pay into a general fund for any service, whatever that service is -- be it tree trimming, pressure washing, whatever and the general fund is used to pay for that service in the nongated communities, it would seem fair to include it in the gated communities as well.

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If it's a -- if we're paying into a general fund and the general fund is being used for a service that's used across many, many neighborhoods -- not talking about security gates, not talking about objective monuments specifically to the neighborhood.

I realize it's a philosophical difference and there isn't like some algorithm or -- that we could apply or if that's why we came up -- I think it was Gary who did the research. There are firms out there who have done these types of assessments as to what's fair to be taxed and not taxed.

I think the gentleman he contacted -- the fee was $15,000. So similar to what was done back in 2006 for the commercial areas, our ask is could we do that for the gated communities as to what would be fair and not fair and have basically an impartial third party who is a professional in this matter come back with a proposal.

That's our suggestion for resolving a philosophical difference and I respect your opinion. It's just a different opinion and rather than us basically just restating the same thing each month, if we could have a -- kind of like in the golf course, a consultant to look at a golf course, that's a professional and that's what they do and come back with a recommendation for when the general fund would be used for services that are available across

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the whole community.

So that's what that was about. And yeah, the fee was 15,000. He did it for Tampa Palms and for two or three other communities within the Tampa Bay area. I think that was it.

MS. DILLEY: All right. You covered a lot of ground.

MR. SPLAINE: Thank you. Thank you for going through many of those items.

MS. DILLEY: Yes.

MR. SPLAINE: I've put together a draft budget for the Greens and I was just --

MR. BARRETT: Oh, yeah.

MR. SPLAINE: -- waiting for this meeting to get some clarity on what would be -- you know, so I've got the draft budget and I'll share with you guys later this week for this upcoming year. I realize we can't change the revenue, but we can do a better job of allocating the line items and getting a better line of sight as to what the deficit is. But it would be helpful if we implemented the policies that have been agreed to effective this October 1st than still continuing the confusion for another year.

MS. DILLEY: And it can be on basis. You know, if there's something that we want to bring to the board, you can make your decision at that point with, you know, the

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budgeting of a particular village, so it's not set in stone. Nothing is set in phone. It's just this was the policy currently moving forward, but this year we have certainly --

MR. BARRETT: So get it to us, maybe get it to Heather so she can circulate it to all of us. I've asked Matt to put it on the workshop agenda for this coming one.

MR. SPLAINE: Sure.

MR. GILLIS: My only comment there is all the same logic -- and I know that a lot of the work the Greens' working group did applies to other gated neighborhoods as well. That's my only concern about trying to do some interim more or less financial -- because Jim, at the workshop, that comment I was making, this -- specifically to Washington palms was discussed then, it was actually voted on by the board in the past and so the situation we have now is the Washington palms in Radcliffe, all of us will pay towards. The ones in Harbor Links, we will not.

MR. WIMSATT: I understand that because everybody in the neighborhood can drive through Radcliffe and only certain people can drive through Harbor Links.

MR. GILLIS: Right, but this is to his point, though, you can keep doing that logic on other things as well. I mean, every single thing that's in the general fund is paid for by those other neighborhoods. This is bought up by a resident just to point out -- because I think there's a

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misunderstanding here, too. Our taxes are centered around the value of our properties. We don't have this detailed budget process right now -- we're just trying to get towards it -- where we're separating out parts, but it's simply an assessment if your property values mostly and then we're allocating various things associated to that dollar amount.

So it's -- it's really a fundamental change in how we budget is what we're really proposing. It's not just allocation.

MR. BARRETT: No, actually, the -- what Steve is basically asking is we just add essentially line items for the coming year so we can better track on a line by line basis expenditures so that he can like facilitate budgeting. We're not actually like changing revenue in. The budget is also not making decisions about expenditures. Those will still be before the board or basically, if they fall below a certain amount --

MR. GILLIS: I agree completely, but everything you're saying applies to Harbor Links as well.

MR. BARRETT: Yeah, and I mean, we can. At a workshop, we could basically say, "Yeah, we like this template. It could logically" -- except for maybe the security gate, it could also apply to Harbor Links and let's just do it. So yeah, I don't want you to think that it's just the Greens.

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MR. SPLAINE: Yeah, the Greens -- the Greens is the largest gated community with the most line items, but if there's a template and you can just apply it to the others, you just lose some of the line items and --

MR. GILLIS: There is two or these others too.

MR. SPLAINE: By doing that, you would have better line oversight into what should be the revenue target for the -- the 2028.

CHAIRMAN LEWIS: All right.

MS. DILLEY: So I've got that as a budget -- or a workshop item.

MR. BARRETT: I kind of asked you to do that without thinking about what is on the -- can I fit it or is --

CHAIRMAN LEWIS: Right now, it's golf course, budgeting with the Greens and pond 120 with a question mark.

MR. BARRETT: Okay. Then yeah, we should be able to do it.

CHAIRMAN LEWIS: Yeah, I don't see why we can't.

MS. DILLEY: Those are the three items I have as well. So -- okay.

Anyone in the second row?

(No response.)

MS. DILLEY: All right. Take the third row?

(No response.)

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MS. DILLEY: No? Okay. Then, supervisor requests.

CHAIRMAN LEWIS: Jim, I'll start with you since Chris High left.

MR. WIMSATT: No.

MR. SYLVANOWICZ: I have a question.

CHAIRMAN LEWIS: Sure, go ahead.

MR. SYLVANOWICZ: Well, I'm just looking at some of this in reference to so much of my work is managing the trees in our community and so much of that exists behind people's houses and comes from one resident requesting, "Can you cut back," or, "Can you take care of the Brazilian pepper that's encroaching?" Any of that work would be above the $500 value, so am I to utilize you guys to do stuff like that?

MR. BARRETT: Is that part of what we just approved, that we like -- because I think you're actual --

MR. SYLVANOWICZ: I don't want -- I don't want to split hairs, but I just want to be specific.

MR. BARRETT: Yeah, I think your ability to approve things is well above $500.

MR. SYLVANOWICZ: Right.

MR. BARRETT: Yeah.

MR. SYLVANOWICZ: So if that falls into that aspect of it -- so then a conservation that's on Green Hedges, I wouldn't bill to their community fund, thusly outside of it

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would be to the general fund?

MR. WIMSATT: I think he's talking about, David, all resident requests involving district funds above $500 would be brought to the board.

MR. BARRETT: Oh, yeah. Okay. So then yes.

MR. SYLVANOWICZ: If they come and say, "Oh, I want a bench on the sidewalk."

MR. BARRETT: Yeah, that's just for -- that wasn't in my original proposal by the way. That was something that was added at the workshop.

CHAIRMAN LEWIS: All resident requests involving district funs over $500 --

MR. BARRETT: Okay.

MS. DILLEY: It was, but I just want to make sure we're clear.

MR. BARRETT: So that's just behind the gates. So --

MR. SYLVANOWICZ: Okay. So does that -- does that fall into my ability with the $5,000 spending limit on multiple things?

MR. BARRETT: That's not what the board wanted. So one of the things that -- I think the reason we adopted that -- and I could be totally wrong --

MR. SYLVANOWICZ: Which one, the 500?

MR. BARRETT: The 500 behind gates was because we

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didn't want like these big expenditures without our knowledge to be kind of going into the R and M and then blowing that out of proportion. So just kind of our way of tracking our -- how is spending going in this funding. I don't think it --

CHAIRMAN LEWIS: No, I'm thinking that's what it was. I don't -- I don't recall anything else.

MR. BARRETT: So yeah, just for that. So you would have to compile the different requests and then -- and that way, we can track those funds a little bit more carefully.

MR. SYLVANOWICZ: But you're not putting that -- you're not putting that week to week work of cutting back conservation as part of that --

MR. BARRETT: Yeah, it would be, yeah, behind the Greens. Like -- so like --

MR. SYLVANOWICZ: So you want me to bring it to you?

MR. BARRETT: Yes, well, especially in the coming year because, you know, you're going to have to be very conservative about the work that you approve because we're going to -- we've been having serious problems with budgeting and that wasn't budgeted -- like there's not a whole lot in the R and M. I mean, what is it -- what's the amount of the Greens' R and M for the upcoming year?

So like we have to be very, very conservative with

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it. So yeah, I would say yeah, bring it before us so that we think twice before we approve work just for the coming year.

MR. SYLVANOWICZ: Okay.

MS. DILLEY: And just so I'm clear about this, if you get a request from a resident that wants something cleared in the back --

MR. SYLVANOWICZ: It's over their lanai, it's --

MS. DILLEY: -- and let's say it's $1,200, the board's direction is that he should bring that $1,200 proposal to you?

MR. SYLVANOWICZ: I would not be getting a proposal because I --

MS. DILLEY: I'm sorry.

CHAIRMAN LEWIS: It's within the 5,000.

MR. SYLVANOWICZ: Well, I wouldn't even include my staff to do that. I don't -- I don't mean to complicate matter, but our staff does not bill out --

MR. BARRETT: Right, that's fine.

MR. SYLVANOWICZ: -- an individual invoice. I mean, that's different.

MR. BARRETT: Right, just -- just have the staff do it with that stuff.

MR. SYLVANOWICZ: Well, a lot of that is not staff doable.

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MR. BARRETT: Right, I would say for some -- maybe we amend it to -- you know, for issues of safety, health and welfare. Like if there's a tree overhanging a lanai, that's a safety, health and -- you just need to act. Right? But if this is just a resident request for just like an aesthetic thing, yeah, we have to watch the budget on that.

MR. SYLVANOWICZ: Well, for example, Green Hedges -- not Green Hedges, just -- it was on Greencrest, there were four or five communities that -- I mean four or five residents that back up to a very large Brazilian pepper infestation or whatever and it was encroaching on their property, so that would be something that you would want me to bring to you. Because in the times past and before me, it was just -- we took care of it.

MR. BARRETT: Yeah, once like -- I'd say for the next year, yes. Once we change the way we're budgeting these things and we have adequate funds and there is like a reserve built up in places like the Greens and Harbor Links to take care of this stuff, then we can relax the number. But yeah, I think we have to be really, very conscientious of how we're handling these neighborhood funds in the next year.

MR. SYLVANOWICZ: Okay.

MR. BARRETT: I'm sorry that complicates your life. I know it does.

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MR. SYLVANOWICZ: No, just wanted to get clarity, also.

MS. DILLEY: All right. Supervisor requests?

CHAIRMAN LEWIS: Jim, did you have --

MR. WIMSATT: None.

CHAIRMAN LEWIS: Reggie?

MR. GILLIS: No.

CHAIRMAN LEWIS: Chris?

MR. BARRETT: I don't believe so.

MR. GILLIS: Oh, wait a minute, I do have one. The -- the outreach, if we could someone here -- if the meeting is -- the workshop is here, if we could have somewhere set aside for the two hours prior that people show up and potentially talk through the acquisition of the course, the golf course and then -- and then roll into the workshop afterwards.

MR. SYLVANOWICZ: What -- is this for the workshop in three weeks?

MR. GILLIS: The next workshop, yes, preferably.

MR. BARRETT: Okay. So actually, we're -- can I go back and make a supervisor request?

MS. DILLEY: Sure, I'm here.

CHAIRMAN LEWIS: Reggie just went back, so we're not going to cut you off.

MR. BARRETT: Can you let us know at the next --

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are you going to be at the next workshop?

MS. DILLEY: Well, that's up to the board because Kai hasn't charged anything for my time, spending it --

MR. BARRETT: Well, you -- I want to get moving on this road reserve -- like a look at the roads and kind of determine their -- their health and longevity -- right -- and I know that that's going to be a little -- could you maybe just -- could you bring to the next meeting a price for kind of going into these neighborhoods and assessing the Greens' road to kind of assess, well, how much life is left because that's going to ultimately end up shaping this budget that we're going to hammer out.

CHAIRMAN LEWIS: Yeah, we did talk about that before. So --

MR. DVORAK: We did that a few years ago and it was funny because David had asked -- I forget the reason why, but he asked for like an updated assessment in the -- in Stonebridge?

MR. SYLVANOWICZ: Yeah, they were considering using their road reserve for gate box, call box improvements.

MR. DVORAK: Yeah, so they wanted to use some of the road reserve money for something else and they said, "Can you reassess the roads real quick," and Jerry was out here doing sidewalks at the time and he does all the, you know, pavement assessment work and so he just went back

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through and did a little update for that community and it really didn't change.

MR. BARRETT: But what I'd also ask you to do is actually update the actual cost estimate for --

MR. DVORAK: Right.

MR. BARRETT: Because it's -- we have to do a more comprehensive, "All right. How much is this going to cost in five, seven, eight years?"

MR. DVORAK: Right, yeah. No, we can do that.

MS. DILLEY: How much does that cost for us to do a reading?

MR. DVORAK: Well, you just need new unit costs and -- I mean, I think we applied some inflation on the first study, so I mean, I'd have to just look and see what -- how it was formatted, but it shouldn't take that much to update the costs. I mean, we're not -- without going out and reassessing the roads themselves, it's just a matter of --

MR. BARRETT: No, that's what I -- I want you to do that. I mean, we need to know like how many years are left in -- like for example, like the Greens and --

MR. DVORAK: Okay.

MR. BARRETT: My guess is we're going to find the road reserves to be significantly underfunded given the prices that we're facing right now.

MR. DVORAK: Yeah.

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MS. DILLEY: So an updated road assessment of the community.

MR. BARRETT: Right. And again, that's not a guess. I'm not saying that that's actually -- what else we're going to find, I have no idea what we're going to find, but it wouldn't surprise me if we -- because whenever we do these updates, we usually get like a little bit of a visual. But I'd rather get it sooner rather than too late.

MS. DILLEY: Would that significantly increase the price for that, Robert?

MR. DVORAK: Well, just going back out there is the time to go out there and do the visual inspection, but I mean, I can -- I can get -- do the same thing and put together like a little proposal for doing an update. I mean, the -- the format and everything is there. The tables are there, everything is there. It's just a matter of doing the field work and then new costs analysis, but --

MR. BARRETT: Is everybody cool with that?

CHAIRMAN LEWIS: I'm okay with that.

MR. WIMSATT: Yes.

MS. DILLEY: Just wanted to make sure it wasn't a huge endeavor. So --

CHAIRMAN LEWIS: Go ahead, Stephen.

MR. SPLAINE: Can I just make the suggestion based on what Greg Chesney recommended like three years ago when

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we did it again was the -- for cost saving purposes, it's more effective to do all the gated neighborhoods at the same time. So rather than saying Stonebridge has got ten years, Greens has gone 11, Montague has got 13, to come back with a number of years where we can do all of them because that would be the most cost effective way.

And I think they were all repaved at the same time. Now, they might not worn equally, but they should -- so rather than coming back with slightly different years, this was Greg's recommendation from three years ago to --

CHAIRMAN LEWIS: Yeah, it definitely makes sense because when you get into small quantity situations and their time to mobilize in and mobilize out is ridiculous, so I would agree with that.

Thank you, Robert. Chris High?

MR. HIGH: I just want to reiterate about pond 120. This is -- legally, can you work with Marsh and see where we stand based off what the -- the state or Florida Water Management District is directing us and I guess from that, Robert, you know, just from a visionary standpoint, you know, what do we need to do?

CHAIRMAN LEWIS: You good? Only one I have is -- don't throw tomatoes at me, but it's something I've given a lot of thought to for a while is my time on this board. It will be ten years in December and due to outside factors

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with my family and my business, I am offering my resignation effective December of 2025 or 2026.

So -- I -- I cannot say enough about the staff. Christian, LaVaughn, David and Sherida are the hardest working people I've ever known and I know I'm getting kind of choked up about it, but I've spent a lot of time with you guys and you guys are the heartbeat of the community. I mean, you guys keep everything going on. So --

MS. COOK: Can I just say you haven't spent enough time with us yet.

MS. DILLEY: Ten more years.

CHAIRMAN LEWIS: I mean, I'll say this -- and it's in my letter, but -- you know, to our staff -- and including Robert and Heather and Erin -- I actually had a good conversation with Erin about her performance and what she's offered to the board over the years and I -- I can't even say thank you enough. You guys are super professional and honestly, the board now, I mean, between -- all of you guys are super professional guys and you -- I have learned so much from being on this board.

I mean, I came into this thing thinking, "Oh, I'm an engineer, I can go help these guys take care of ponds and repave some roads." Back in the day, Brian Ross, being kind of like you, real estate attorney, learned out to deal with conservation easements, all this other lingo and now, we've

got another engineer on the board, which is great. Chris --
MR. BARRETT: I just talk too much.
CHAIRMAN LEWIS: -- your background, I was talking to Erin about it earlier. I mean, just the knowledge you have and just the person that you are. And Reggie, I mean, I can't say enough, man. Your background as a veteran is unmatched.
So anyway, I just want to say thank you guys. I'll probably say that again in December, but I met some good friends along the way.
Barry, you've been in all of our meetings ever since you yelled at me at the cell tower meeting --
MR. ANDERSON: I told you that say, I'll never forget you.
CHAIRMAN LEWIS: -- about three or four years ago. I'll never forget you and about ten other people from the Shires cornered me and I thought I was not going home that night. So --
MR. ANDERSON: Well, you asked me if I was physically threatening you. Yes, I do remember that.
CHAIRMAN LEWIS: I was pretty worried that I wasn't going home, but you've become a --
MR. ANDERSON: Well, I got a few years on you.
CHAIRMAN LEWIS: -- a good friend and you've been at, I think, every single one of our meetings since then.

So I appreciate that and honestly, to everybody.
So anyway, I know Whitlie's probably got to pee. So --
MR. WIMSATT: Make sure you get that down.
CHAIRMAN LEWIS: Move to adjourn?
MR. WIMSATT: Second.
MS. DILLEY: Thank you, Matt.
CHAIRMAN LEWIS: All right. All in favor?
(All board members signify in the affirmative.)
CHAIRMAN LEWIS: Five to zero.
(Motion passes.)
(At 6:08 p.m., all proceedings were concluded.)

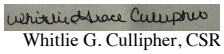
CERTIFICATE OF COURT REPORTER

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

I, Whitlie G. Cullipher, Certified Shorthand Reporter, do hereby certify that I was authorized to and did stenographically report the Westchase Community District Development Meeting; and that the foregoing transcript is a true record of my stenographic notes.

I FURTHER CERTIFY that I am not a relative, employee, or attorney, or counsel of any of the parties, nor am I a relative or employee of any of the parties' attorney or counsel connected with the action, nor am I financially interested in the action.

DATED this 28th day of September, 2026, at Hillsborough County, Florida.



Whitlie G. Cullipher, CSR

RESOLUTION 2026- 15

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE WESTCHASE COMMUNITY DEVELOPMENT DISTRICT ADOPTING A RECORDS RETENTION AND DISPOSITION POLICY; PROVIDING FOR COMPLIANCE WITH CHAPTERS 119 AND 257, FLORIDA STATUTES, RULE 1B-24.003, FLORIDA ADMINISTRATIVE CODE, AND APPLICABLE RECORDS RETENTION SCHEDULES; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Westchase Community Development District (hereinafter the **"District"**) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes, and located within Hillsborough County, Florida; and

WHEREAS, Section 190.011(5), Florida Statutes, authorizes the District to adopt resolutions which may be necessary for the conduct of District business; and

WHEREAS, the District is an "agency" for purposes of Chapters 119 and 257, Florida Statutes, and is required to maintain, preserve, retain, and dispose of its public records in accordance with applicable law and retention schedules established by the Florida Department of State, Division of Library and Information Services (the **"Division"**); and

WHEREAS, Section 119.021, Florida Statutes, requires each agency to comply with the rules establishing retention schedules and disposal processes for public records adopted by the Division; and

WHEREAS, Section 257.36, Florida Statutes, requires each agency to establish and maintain an active and continuing program for the economical and efficient management of records; and

WHEREAS, Rule 1B-24.003, Florida Administrative Code, incorporates by reference the General Records Schedule GS1-SL for State and Local Government Agencies and establishes requirements governing records retention, disposition, documentation, secure destruction, and annual compliance reporting; and

WHEREAS, the Board of Supervisors of the District (the **"Board"**) desires to adopt a comprehensive Records Retention and Disposition Policy to promote the lawful, uniform, secure, and efficient management of District records; and

WHEREAS, the Board determines that adoption of the Records Retention and Disposition Policy attached hereto as **Exhibit A** is in the best interests of the District and necessary for the efficient conduct of District business.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE WESTCHASE COMMUNITY DEVELOPMENT DISTRICT:

Section 1. INCORPORATION OF RECITALS. The above recitals are true and correct, and by this reference, are incorporated into and form a material part of this Resolution.

Section 2. ADOPTION OF RECORDS RETENTION AND DISPOSITION POLICY. The Records Retention and Disposition Policy attached hereto as Exhibit A is hereby approved and adopted. The District shall manage, retain, preserve, and dispose of its records in accordance with the Policy and applicable law.

Section 3. IMPLEMENTATION. The District Manager, Records Management Liaison Officer, custodian of public records, District Counsel, and other District officers, employees, consultants, contractors, and agents are hereby authorized and directed to take all actions reasonably necessary to implement this Resolution and the Policy. Administrative updates to statutory citations, rule citations, governmental forms, hyperlinks, titles, and State-approved retention schedules may be made without further action by the Board, provided that such updates do not materially alter the substance of the Policy.

Section 4. CONTROLLING LAW. If the Policy conflicts with applicable federal or Florida law, an administrative rule, a court order, or a records retention schedule established or approved by the Division, the controlling authority shall govern.

Section 5. CONFLICTS. Resolutions or parts thereof in conflict with this Resolution are, to the extent of such conflict, superseded and repealed.

Section 6. SEVERABILITY. If any provision of this Resolution or the Policy is held invalid or unenforceable, the remainder shall remain in full force and effect.

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

PASSED AND ADOPTED ON Sept. 1, 2026.

Attest:

Print Name: Heather Dilley
Secretary/Assistant Secretary

WESTCHASE COMMUNITY DEVELOPMENT DISTRICT

Print Name: MATT LEWIS
Chair, Board of Supervisors

EXHIBIT A

RECORDS RETENTION AND DISPOSITION POLICY

1.- PURPOSE AND AUTHORITY

This Records Retention and Disposition Policy (the **"Policy"**) establishes a uniform program for the creation, maintenance, preservation, retention, disposition, and lawful destruction of records of the **Westchase Community Development District** (the **"District"**).

This Policy is intended to be construed consistently with:

1. Chapter 119, Florida Statutes, including section 119.011, section 119.021, and section 119.07, Florida Statutes;
2. Section 257.36, Florida Statutes;
3. Rule 1B-24.003, Florida Administrative Code;
4. The Florida Department of State, Division of Library and Information Services, **General Records Schedule GS1-SL for State and Local Government Agencies, June 2023**, as amended, superseded, or replaced (the **"GS1-SL"**). A copy of the GS1-SL, currently approved as of the date of adoption of this Policy, is attached as Appendix A; and
5. Any other applicable federal or Florida law, administrative rule, court order, grant condition, contract, or records-retention schedule approved by the Florida Department of State (the **"Division"**).

2.- POLICY STATEMENT

The District shall:

1. maintain an active and continuing records management program;
2. designate a Records Management Liaison Officer;
3. retain each record series for at least the minimum period established by the applicable State-approved retention schedule;
4. suspend disposition when a legal hold, audit hold, public records request hold, investigation, claim, or other preservation duty applies;
5. document disposition when required by law or rule; and
6. destroy confidential or exempt information securely.

3.- SCOPE

This Policy applies to all District records.

4.- DEFINITIONS

For purposes of this Policy:

"Agency" has the meaning provided by section 119.011, Florida Statutes, and section 257.36, Florida Statutes.

“Confidential or Exempt Record” means a record, or information within a record, that Florida law makes confidential, exempt from public inspection or copying, or both. A retention requirement applies even when a record is confidential or exempt.

“Disposition” means the destruction, deletion, transfer, or other authorized final action taken with respect to a record after all applicable retention and preservation requirements have been satisfied.

“Electronic Record” means a public record created, received, maintained, or transmitted in electronic form.

“Legal Hold” means a written or oral directive suspending ordinary disposition because records may be relevant to pending or reasonably anticipated litigation, an administrative proceeding, an investigation, an audit, a subpoena, or another legal or regulatory requirement.

“Public Record” has the meaning provided by section 119.011(12), Florida Statutes.

“Record Copy” means the copy designated by the District as the official or master copy that must be retained for the full retention period assigned to the applicable record series.

“Records Management Liaison Officer” or “RMLO” means the individual designated by the District under section 257.36(5), Florida Statutes, to coordinate the District’s records-management program and serve as the primary contact with the Division.

“Retention Period” means the minimum period during which a record must be maintained before it becomes eligible for disposition.

5.- RESPONSIBILITIES

5.1.- Records Custodian

The District’s designated custodian of public records shall maintain or arrange for the maintenance of District public records; coordinate responses to public records requests; identify applicable exemptions in consultation with District Counsel when appropriate; and ensure that requested records are not disposed of while a request or related enforcement period remains pending.

5.2.- Records Management Liaison Officer

The RMLO shall:

1. serve as the District’s principal contact with the Division;
2. maintain current copies of applicable general and District-specific retention schedules;
3. maintain permanent disposition documentation; and
4. coordinate the annual records management compliance statement required by Rule 1B-24.003(11), Florida Administrative Code.

5.3.- District Manager and Department or Function Leads

The District Manager and each person responsible for a District function shall ensure that records within that function are organized, accessible, protected, and retained.

5.4.- District Counsel
District Counsel shall, when requested in writing, advise regarding public records requirements, exemptions, legal holds, litigation preservation, subpoenas, claims, and interpretation of this Policy.

6.- RETENTION SCHEDULES

6.1.- Adoption of GS1-SL by Reference
The District adopts and shall use the current GS1-SL as its principal general records-retention schedule. GS1-SL establishes minimum (as opposed to maximum) retention periods for common state and local government record series. The version incorporated by Rule 1B-24.003, Florida Administrative Code, controls unless superseded by a later lawfully adopted version.

The official current schedule is available through the Florida Department of State's General Records Schedules page. A copy of GS1-SL, currently approved as of the date of adoption of this Policy, is attached as Appendix A.

7.- DISPOSITION DOCUMENTATION
For each disposed record or record series, the District shall document the information required by Rule 1B-24.003(9)(d), Florida Administrative Code.

8.- METHOD OF DESTRUCTION
The District shall destroy records in a manner that protects governmental interests and individual safety, security, and privacy. Confidential or exempt information must be destroyed so that it cannot practicably be read, reconstructed, or recovered.

9.- SCANNING, REPRODUCTION, AND FORMAT CONVERSION
A photographic, electronic, or microfilmed reproduction may serve as the record copy when permitted by law and produced and maintained in accordance with applicable standards, including Rules 1B-26.0021 and 1B-26.003, Florida Administrative Code, as applicable.

10.- EFFECTIVE DATE
This Policy takes effect upon adoption by the Board of Supervisors.

APPENDIX A

The Florida Department of State, Division of Library and Information Services, **General Records Schedule GS1-SL for State and Local Government Agencies, June 2023**, as amended, superseded, or replaced (the **"GS1-SL"**). A copy of the GS1-SL, currently approved as of the date of adoption of this Policy, is attached as Appendix A.

State of Florida

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

EFFECTIVE: June 2023
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	**Criminal Justice Agencies 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**
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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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, 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 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 *GS2 for Criminal Justice Agencies and Medical Examiners* 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 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.

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 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 - Pursuant to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record who has made an assertion that a requested record is not a public record subject to public inspection or copying pursuant to Chapter 119, *Florida Statutes*, 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." This 30-day requirement ***does not*** supersede the established records retention schedule(s). Agencies cannot dispose of records at the end of the 30-day period following a public records request unless disposition is authorized by the applicable retention schedule.

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* (Public or private animal agencies; sterilization required for dogs and cats released; recordkeeping requirements; microchipping), 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, timecards, 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, but is not limited to, 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, bid project canceled, or appeal process expires.

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, bid project canceled, or appeal process expires.

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*, Municipal Borrowing, Authority to borrow. See also "BOND FINANCING ADMINSTRATIVE RECORDS." ***These records may have archival value.***
RETENTION: Permanent.

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

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

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

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

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

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

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

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

CERTIFICATE OF OCCUPANCY: COMMERCIAL **Item #255**
This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."
RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever occurs latest.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL **Item #256**
This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection

initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."
RETENTION: 10 anniversary years after issuance of certificate of occupancy.

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

CHILD CARE RECORDS **Item #257**
This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to Section 1003.22, *Florida Statutes*, School-entry health examinations; immunization against communicable diseases; exemptions; duties of Department of Health; 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 "DISPATCH COMMUNICATIONS RECORDS" and "DISPATCH 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), State administration of other needs assistance.
RETENTION: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

DISPATCH COMMUNICATIONS RECORDS **Item #434**
This record series consists of 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 “DISPATCH RECORDS: LOGS.”
RETENTION: 30 days.

DISPATCH RECORDS: LOGS **Item #377**
This record series consists of a daily listing of dispatch 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 “DISPATCH COMMUNICATIONS RECORDS.”
RETENTION: 1 anniversary year after call received.

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 Information; Confidentiality, 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; public records exemption.
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 U.S.C. 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.
RETENTION: 3 anniversary years after the date of the hire or one anniversary year after the date the individual's employment is terminated, whichever is later.

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

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

ENERGY CONSUMPTION AND COST REPORTING RECORDS **Item #401**
This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but

are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.
RETENTION: 1 fiscal year from report date.

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

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS **Item #167**
This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, National Environmental Policy Act technical reports and studies, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.
RETENTION: 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

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

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

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

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

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

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

FACILITY RESERVATION/RENTAL RECORDS **Item #270**
This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, recreational vehicle/camper hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, payment information, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."
RETENTION: 5 fiscal years.

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

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

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

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

FINAL ORDERS RECORDS: INDEXED OR LISTED **Item #67**
This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53, *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, *Florida Statutes*. Agency orders that must be indexed per Section 120.53, *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, *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), Organizational requirements, 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), Organizational requirements, 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: EXISTING BUILDINGS/STRUCTURES **Item #438**
This record series documents structural, electrical, fire and life safety inspections of existing buildings or structures including habitable and non-habitable areas of the building, balconies, platforms, stairways and railways. Inspections are conducted by licensed engineers and architects and fire safety specialists after buildings reach a certain age or are within a prescribed location. The series may include, but is not limited to, inspector reports, exhibits, correspondence, notification of violations and any other supporting documentation.
RETENTION: Retain for life of building or structure.

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 after the last entry or for life of equipment, whichever is sooner.

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

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

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

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

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

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

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

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

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

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

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

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

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

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) **Item #254**
This record series consists of a "certificate of competency" license for a temporary licensed contractor applying for a current certificate of competency issued by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of

competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."
RETENTION: 1 anniversary year after expiration, revocation, or denial of license.

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

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

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

LOCAL GOVERNMENT ROAD REPORTS **Item #390**
This record series consists of the agency's copies of reports submitted to the Florida Department of Transportation regarding roads and streets within the local government's jurisdiction. The series may include, but is not limited to, Local Government Mileage Report form (or equivalent DOT form) and Local Highway Finance Reporting form (or equivalent DOT form). Records created pursuant to Section 218.322, *Florida Statutes*, County and municipal transportation program data.
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 or rejection 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 from close or expiration of permit.

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: STATE-ADMINISTERED RETIREMENT SYSTEM **Item #19**
This record series consists of all personnel information relating to each employee participating in a state-administered retirement system. 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-STATE-ADMINISTERED RETIREMENT SYSTEM (LOCAL GOVERNMENT) **Item #162**
This record series consists of all personnel information relating to each employee not participating in a state-administered retirement system, including all "permanent" employees (with or without benefits). The series may include, but is not

limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 50 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT **Item #66**
This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.
RETENTION: 3 fiscal years after any manner of separation or termination of employment.

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

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

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

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

PROBATION RECORDS **Item #320**
This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with the Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).
RETENTION: 5 calendar years after case closed.

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

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

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

PROJECT FILES: NON-CAPITAL IMPROVEMENT **Item #138**
This record series documents work done on projects and/or project proposals that may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."
RETENTION: 5 fiscal years after completion or termination of project.

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

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

PROPERTY CONTROL RECORDS **Item #222**
This record series documents all agency property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated, transferred, surplused, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."
RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.

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

PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS **Item #426**
This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also “PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS” and “HIPAA” items.
RETENTION: 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later.

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS **Item #328**
This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b), Accounting of disclosures of protected health information, Implementation specifications: Content of the accounting, and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a), Accounting of disclosures of protected health information, Standard: Right to an accounting of disclosures of protected health information (specifically subsections (1) and (3)). See also “PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS” and “HIPAA” items.
RETENTION: 6 anniversary years from date of disclosure.

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

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

PUBLIC PROGRAM/EVENT RECORDS **Item #238**
This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events the public can participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and completed registration forms providing such information as registrant’s name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical

release and liability release. The series may also include other documentation, such as sign in/out forms, parent/guardian authorizations and other related records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency.
RETENTION: 5 fiscal years after completion of contract or program/event, whichever is later.

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

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

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

RADIO LOGS **Item #292**
This record series consists of a log recording such information as the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also “DISPATCH COMMUNICATIONS RECORDS,” “DISPATCH 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(2), *Florida Administrative Code*, Section 119.021(2)(a), *Florida Statutes*, and Section 257.36(6), *Florida Statutes*. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."
RETENTION: Permanent.

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

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

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE) **Item #428**
This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

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

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

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

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

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

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

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

RULE REPORTING FILES **Item #431**
This record series consists of agency reports to the Legislature documenting the agency's review and revision of their *Florida Administrative Code* rules and identifying rules they propose to adopt in the next fiscal year. Reports are required by Section 120.74, *Florida Statutes*, Agency annual rulemaking and regulatory plans; reports.
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 employmen***t (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; state-administered 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 29CFR1926.651, 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 Criminal Justice Agencies 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. This series may also include Automatic Vehicle Locating (AVL) data collected by GPS devices. 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, Other OSHA Injury and Illness Recordkeeping Requirements – 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.

CROSS-REFERENCE

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

ACCIDENT RECORDS
use VEHICLE ACCIDENT RECORDS

ACCOUNTS PAYABLE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

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

ACCOUNTS RECEIVABLE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

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

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

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

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

AERIAL SURVEYS
use SURVEYS: AERIAL

AGENDAS
use MINUTES: OFFICIAL MEETINGS

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

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

AMENDMENTS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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

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

ANNUAL LEDGERS
use FINANCIAL HISTORY SUMMARY RECORDS

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

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

APPLICATIONS FOR REVENUE SHARING
use REVENUE SHARING APPLICATIONS

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

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

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

ATTENDANCE RECORDS: LEAVE
use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX
use ATTENDANCE AND LEAVE RECORDS

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

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

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

BAD CHECK RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BALANCE SHEETS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS
use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK STATEMENTS: RECONCILIATIONS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK/FINANCIAL ACCOUNT STATEMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

BARGAINING RECORDS: SUPPORTING DOCUMENTS
use BARGAINING RECORDS

BEQUESTS
use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

BIOGRAPHICAL FILES
use STAFF ADMINISTRATION RECORDS

BOND ADMINISTRATION RECORDS
use BOND FINANCING ADMINSTRATIVE RECORDS

BOND REGISTERS
use BOND FINANCING ADMINSTRATIVE RECORDS

BONDS AND BOND INTEREST COUPONS
use BOND FINANCING ADMINSTRATIVE RECORDS

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

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

BREATH ALCOHOL RECORDS
use DRUG TEST CASE FILES
or PERSONNEL RECORDS

BRIDGE INSPECTION RECORDS
use INSPECTION/MAINTENANCE RECORDS: BRIDGE

BUDGET TRANSFER FORMS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

BUILDING CODE BOARD AGENDAS
use MINUTES: OFFICIAL MEETINGS

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

BUILDING PERMITS
use PERMITS: BUILDING

BUILDING PLANS: COMMERCIAL
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

BUILDING PLANS: RESIDENTIAL
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

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

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

BYLAWS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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

CAPITAL EXPENDITURE PLANS
use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

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

CAPITAL IMPROVEMENT PROJECT FILES
use PROJECT FILES: CAPITAL IMPROVEMENT

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

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

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

CASH COLLECTION RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH REGISTER TAPES
use FINANCIAL TRANSACTION RECORDS: DETAIL

CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS
use INFORMATION REQUEST RECORDS

CERTIFICATE OF COMPETENCY RECORDS
use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

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

CERTIFICATION FORWARD DOCUMENTS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

CHECKS: CANCELED
use FINANCIAL TRANSACTION RECORDS: DETAIL

CHECKS: LOG
use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: REGISTERS
use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: STUBS
use FINANCIAL TRANSACTION RECORDS: DETAIL

CITIZEN COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CLASS SPECIFICATION RECORDS
use POSITION DESCRIPTION RECORDS

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

COMMERCIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

COMMERCIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: COMMERCIAL

COMMODITY PROGRAM RECORDS
use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

COMMUNITY SERVICE ATTENDANCE RECORDS
use ATTENDANCE RECORDS: COMMUNITY SERVICE

COMPLIANCE FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

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

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

CONFINED SPACE PERMITS
use PERMITS: CONFINED SPACE ENTRY

CONSTITUTIONS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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

CONSUMER COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CONTINUING EDUCATION RECORDS: IN-HOUSE
use PERSONNEL RECORDS

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

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

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

CONVENIENCE COPIES
use ADMINISTRATIVE CONVENIENCE RECORDS

CONVEYANCE RECORDS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

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

CORRESPONDENCE: ROUTINE
use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

COUNTY GOVERNMENT ANNUAL REPORTS
use ANNUAL REPORTS: COUNTY GOVERNMENT

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

CREDIT CARD SECURITY CODES
use PAYMENT CARD SENSITIVE AUTHENTICATION DATA

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

DAILY ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

DEDUCTION AUTHORIZATION RECORDS
use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

DEEDS: AGENCY PROPERTY
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

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

DISASTER DRILL RECORDS
use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PLANS
use DISASTER PREPAREDNESS PLANS

DISASTER PREPAREDNESS PLAN REVIEW RECORDS
use EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

DISASTER PREPAREDNESS RECORDS: DRILLS
use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PREPAREDNESS DRILLS
use DISASTER PREPAREDNESS DRILL RECORDS

DISBURSEMENT RECORDS: DETAIL
use FINANCIAL TRANSACTION RECORDS: DETAIL

DISBURSEMENT RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY

DISCIPLINARY CASE FILES
use DISCIPLINARY CASE FILES: EMPLOYEES

DRUG TEST RECORDS
use DRUG TEST CASE FILES

DRUG TEST RECORDS: EQUIPMENT
use DRUG TEST EQUIPMENT RECORDS

DRUG TEST RECORDS: PROGRAM
use DRUG TEST PROGRAM ADMINISTRATION RECORDS

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

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

EEOC RECORDS/REPORTS
use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

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

EMPLOYEE DISCIPLINARY CASE FILES
use DISCIPLINARY CASE FILES: EMPLOYEES

EMPLOYEE PRE-COUNSELING RECORDS
use EMPLOYEE CONDUCT COUNSELING RECORDS

EMPLOYMENT APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT ELIGIBILITY LIST
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT EXAMINATION RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

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

ENCUMBRANCE RECORDS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

ENVIRONMENTAL REGULATION RECORDS
use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

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

EQUIPMENT USAGE RECORDS
use EQUIPMENT/VEHICLE USAGE RECORDS

EVENT RECORDS
use PUBLIC PROGRAM/EVENT RECORDS

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

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

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

FACILITY RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS

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

FEDERAL PROJECT FILES
use PROJECT FILES: FEDERAL

FEDERAL PROJECT PAID VOUCHERS
use VOUCHERS: FEDERAL PROJECTS PAID

FICA REPORTS
use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

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

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

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

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

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

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

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

FIRE EXTINGUISHER RECORDS
use INSPECTION REPORTS: FIRE EXTINGUISHER

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

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

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

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

FUEL STORAGE TANK RECORDS
Use STORAGE TANK RECORDS

GARNISHMENT RECORDS
use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GENERAL LEDGERS: ANNUAL SUMMARY
use FINANCIAL HISTORY SUMMARY RECORDS

GENERAL LEDGERS: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

GOVERNING BODY ANNUAL REPORTS
use ANNUAL REPORTS: GOVERNING BODY

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

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

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

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

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

INCIDENT/INVESTIGATION REPORTS
use INCIDENT REPORT FILES

INCIDENT REPORTS
use INCIDENT REPORT FILES

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

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

INTERNAL SURVEYS/STUDIES
use MANAGEMENT SURVEYS/STUDIES: INTERNAL

INVENTORY: EXPENDABLE PROPERTY/SUPPLIES
use INVENTORY: AGENCY PROPERTY

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

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

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

INVENTORY RECORDS: PHYSICAL
use INVENTORY: AGENCY PROPERTY

INVOICES
use FINANCIAL TRANSACTION RECORDS: DETAIL

JOB ADVERTISEMENTS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS
use POSITION DESCRIPTION RECORDS

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

JOURNAL TRANSACTIONS (DAILY)
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

JOURNALS: VOUCHERS
use FINANCIAL TRANSACTION RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS
use ACCESS CONTROL RECORDS

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

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

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

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

LEAVE INDEX RECORDS
use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS
use ATTENDANCE AND LEAVE RECORDS

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

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

LEGAL ADVERTISEMENTS
use ADVERTISEMENTS: LEGAL

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

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

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

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

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

LICENSES: OCCUPATIONAL
use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

LONG DISTANCE TELEPHONE CALL RECORDS
use TELEPHONE CALL RECORDS

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

MAIL: UNDELIVERABLE FIRST CLASS
use MAIL: UNDELIVERABLE/RETURNED

MAINTENANCE RECORDS: EQUIPMENT
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAINTENANCE RECORDS: VEHICLE
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

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

MATERIALS SAFETY RECORDS
use EXPOSURE RECORDS

MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

MEETING TRANSCRIPTS
use MINUTES: OFFICIAL MEETINGS

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

MILEAGE REPORTS: LOCAL GOVERNMENT
use LOCAL GOVERNMENT ROAD REPORTS

MINING PERMITS
use PERMITS: MINING (LOCAL GOVERNMENT)

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

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

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

NEW HIRE REPORTS
use PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

OCCUPATIONAL LICENSES
use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

OFFICIAL MINUTES
use MINUTES: OFFICIAL MEETINGS

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

PATENT RECORDS
use INTELLECTUAL PROPERTY RECORDS

PERFORMANCE BONDS
use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

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

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

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

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

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

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

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

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

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY
use *General Records Schedule GS2 for Criminal Justice Agencies and Medical Examiners*, Item #185, PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

PERSONNEL RECORDS: SCHEDULES
use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR
use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY
use MAPS: ORIGINALS

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

POLICIES
use DIRECTIVES/POLICIES/PROCEDURES

POSTAGE RECORDS
use POSTAGE/SHIPPING RECORDS

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

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

PRESS RELEASES
use NEWS RELEASES

PROCEDURES
use DIRECTIVES/POLICIES/PROCEDURES

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

PROGRAM/SUBJECT/REFERENCE FILES
use SUBJECT/REFERENCE FILES

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

PROPERTY RECORDS: UNCLAIMED
use UNCLAIMED PROPERTY RECORDS

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

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

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

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

PUBLIC EMPLOYEE RELATIONS FILES
use GRIEVANCE FILES

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

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

PUBLIC RECORDS REQUESTS
use INFORMATION REQUEST RECORDS

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

PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

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

READING FILES
use ADMINISTRATIVE CONVENIENCE RECORDS

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

RECEIPT BOOKS: CASH
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

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

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

RECEIVING REPORTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

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

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

RECRUITMENT & SELECTION PACKAGES
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

RED LIGHT CAMERA RECORDS
use SURVEILLANCE RECORDINGS

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

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

REFERENCE FILES: EQUIPMENT
use EQUIPMENT REFERENCE FILES

REFUND REQUESTS
use FINANCIAL TRANSACTION RECORDS: DETAIL

REGISTERED AND CERTIFIED MAIL RECEIPTS
use MAIL: REGISTERED AND CERTIFIED

REGISTRATION RECORDS: EVENTS
use PUBLIC PROGRAM/EVENT RECORDS

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

REGISTRATIONS: MOTOR VEHICLES
use VEHICLE RECORDS

RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS

REQUISITION LOGS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

REQUISITIONS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RESIDENTIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS
use RECORDS RETRIEVAL/REFERENCE RECORDS

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

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

ROAD RECORDS
use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS
use INSPECTOR'S ROUTE SHEETS: DAILY

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

SALES TAX EXEMPTION
use FINANCIAL TRANSACTION RECORDS: DETAIL

SEARCH COMMITTEE RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

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

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

SERVICE SCHEDULES
use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS
use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS
use PERMITS: SIGNS (LOCAL GOVERNMENT)

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

SOFTWARE RECORDS
use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS
use ZONING VARIANCE RECORDS

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

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

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

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

STATISTICAL REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

STUDIES: INTERNAL
use MANAGEMENT SURVEYS/STUDIES: INTERNAL

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)
use SUBDIVISION PLANS

SUMMONSES
use LITIGATION CASE FILES

SUPPLY RECORDS
use INVENTORY: AGENCY PROPERTY

SURVEILLANCE VIDEO TAPES
use SURVEILLANCE RECORDINGS

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

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

TELEPHONE CALL RECORDS: LONG DISTANCE
use TELEPHONE CALL RECORDS

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

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS
use ZONING VARIANCE RECORDS

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

TRADEMARK RECORDS
use INTELLECTUAL PROPERTY RECORDS

TRAINING RECORDS
use PERSONNEL RECORDS

TRAINING RECORDS: ASBESTOS
use PERSONNEL RECORDS

TRAINING RECORDS: BREATH ALCOHOL
use PERSONNEL RECORDS

TRANSCRIPTS OF MEETINGS
use MINUTES: OFFICIAL MEETINGS

TRIAL BALANCE REPORTS
use FINANCIAL TRANSACTION RECORDS: SUMMARY

TRUST FUND RECORDS
use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

UNDELIVERABLE FIRST-CLASS MAIL
use MAIL: UNDELIVERABLE/RETURNED

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

VALIDATING MACHINE TAPE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL

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

VEHICLE LOGS
use EQUIPMENT/VEHICLE USAGE RECORDS

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

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

VETERAN SERVICES: MEDICAL RECORDS
use MEDICAL RECORDS: VETERAN SERVICES

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

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

VISITOR LOGS
use VISITOR/ENTRY RECORDS

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

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

VOUCHERS: INDIVIDUAL AGENCY
use FINANCIAL TRANSACTION RECORDS: DETAIL

VOUCHERS: JOURNAL
use FINANCIAL TRANSACTION RECORDS: DETAIL

WORK ORDERS: EQUIPMENT
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

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

WORKING PAPERS
use DRAFTS AND WORKING PAPERS

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

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

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

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

ZONING VARIANT REQUEST AND DETERMINING RECORDS
use ZONING VARIANCE RECORDS

911 RECORDINGS
use DISPATCH COMMUNICATIONS RECORDS
or DISPATCH 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

*****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
BACKUPS: ELECTRONIC/DIGITAL RECORDS	
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 ADMINSTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
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
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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
CLIENT CASE FILES: VETERAN SERVICES	Item #310
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236

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COMMITTEE/BOARD APPOINTMENT RECORDS Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS Item #379
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS Item #258
COMMUNICATIONS AUDIO RECORDINGS Item #335
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS) Item #174
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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
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE Item #17
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
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DISPATCH COMMUNICATIONS RECORDS Item #434
DISPATCH RECORDS: LOGS Item #377
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
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ELECTRONIC COMMUNICATIONS

ELECTRONIC FUNDS TRANSFER RECORDS Item #264

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION Item #231
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS Item #419
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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
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS Item #343
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ENCUMBRANCE/CERTIFICATION FORWARD RECORDS Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS Item #211
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ENVIRONMENTAL REGULATION COMPLIANCE RECORDS Item #167
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FACILITY RESERVATION/RENTAL RECORDS Item #270
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FEASIBILITY STUDY RECORDS	Item #106
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
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FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
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FUEL TAX REPORTS	Item #213
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
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GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
GRIEVANCE FILES	Item #110
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
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LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
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LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
LIEN DOCUMENTATION FILES	Item #405
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LOBBYIST REGISTRATION RECORDS	Item #387
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MAIL: REGISTERED AND CERTIFIED	Item #47
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MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
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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
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NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
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OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
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ORDINANCES: SUPPORTING DOCUMENTS	Item #229
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PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PASSPORT RECORDS: DAILY	Item #407
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PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
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PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
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PENSION RECORDS: PLAN/FUND	Item #358
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PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
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PERSONNEL RECORDS: STATE-ADMINISTERED RETIREMENT SYSTEM	Item #19
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PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
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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
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PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
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RAIN CHECKS	Item #293
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
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REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
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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
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RIGHT-OF-WAY PERMIT RECORDS	Item #430
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SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY BREACH NOTICE RECORDS	Item #432
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
SUBJECT/REFERENCE FILES	Item #373
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SURVEYS: AERIAL	Item #303
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TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
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TRAINING MATERIAL RECORDS	Item #147
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UNCLAIMED PROPERTY RECORDS	Item #309
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VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE LOCATOR RECORDS	Item #414
VEHICLE RECORDS	Item #154
VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY RECORDS	Item #54
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
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NUMERICAL LISTING

MAIL: UNDELIVERABLE/RETURNED	Item #1
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
AUDITS: AUDITOR GENERAL	Item #8
CABINET AFFAIRS FILES	Item #11
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
PERSONNEL RECORDS: STATE-ADMINISTERED 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
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE Item #382
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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA Item #384

HISTORICAL DESIGNATION RECORDS Item #423

INSPECTION/MAINTENANCE RECORDS: BRIDGE Item #276
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INSPECTOR'S ROUTE SHEETS: DAILY Item #277

LAND DEVELOPMENT AND PLANNING PROJECT FILES Item #352
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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
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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
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PAYROLL RECORDS: NOT POSTED	Item #214
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EQUIPMENT REFERENCE FILES Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS Item #104
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HISTORICAL DESIGNATION RECORDS Item #423

INSPECTION/MAINTENANCE RECORDS: BRIDGE Item #276
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PROPERTY TRANSFER RECORDS Item #41
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EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN Item #266
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GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS Item #381
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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL Item #383
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INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH Item #193
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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM Item #355
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EMPLOYMENT ASSISTANCE PROGRAM RECORDS Item #113

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APPENDIX B

RECORDS DISPOSITION REVIEW FORM

Department/Function: _____

Records Custodian: _____

Schedule Number: _____

Item Number: _____

Exact Record-Series Title: _____

Inclusive Dates: _____

Retention Period and Trigger: _____

Date Retention Requirement Satisfied: _____

Format and Location: _____

Volume:

- Paper, cubic feet: _____
- Electronic bytes, records, or files, if known: _____
- If quantity is unknown, identify as electronic: _____

Hold Review:

- Litigation, claim, or investigation pending or reasonably anticipated? **Yes / No**
- Audit, grant, subpoena, or regulatory hold? **Yes / No**
- Contractual or insurance requirement? **Yes / No**
- Continuing historical, archival, operational, or legal value? **Yes / No**
- Public records request? **Yes / No**

Confidential or Exempt Information Present: Yes / No

Proposed Disposition Action and Method: _____

Proposed Disposition Date: _____

Responsible Person Certification: I certify that the records have been accurately identified and that, to the best of my knowledge, no unreported preservation requirement applies.

Signature: _____ Date: _____

RMLO Authorization: I have reviewed the applicable retention requirement and hold status and authorize the stated disposition.

Signature: _____ Date: _____

Disposition Completed By: _____

Actual Method and Date: _____

Vendor Certificate Attached, if applicable: Yes / No / N/A

AGREEMENT FOR CONSULTING SERVICES BETWEEN THE WESTCHASE COMMUNITY DEVELOPMENT DISTRICT AND CHRISTOVICH AND ASSOCIATES, LLC

THIS AGREEMENT FOR CONSULTING SERVICES (the **Agreement**) is made and entered into by and between:

WESTCHASE COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and located in Hillsborough County, Florida (the **District** or **Client**); and

CHRISTOVICH AND ASSOCIATES, LLC, whose notice address is 11126 Vogel Court, Jacksonville, FL 32225 (**Consultant** and, together with the District, the **Parties**).

RECITALS

WHEREAS, the District is considering the acquisition of the Westchase Golf Club, located at 11602 Westchase Golf Drive, Tampa, Florida 33626 (the **Club**); and

WHEREAS, the District desires to retain Consultant to provide consulting services in connection with that potential acquisition, on the terms set forth below;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

Article 1. Consultant's Services
Client retains Consultant to perform the services in Article 5 (the **Services**) in connection with the contemplated acquisition of the Club. Consultant shall coordinate with other contractors, engineers, and consultants as reasonably necessary for an orderly assessment. Any services beyond Article 5 require advance written authorization under Article 9.

Article 2. Term of Agreement
Services commence upon full execution of this Agreement. The Agreement continues until completion of the Services and fulfillment of the parties' obligations, unless earlier terminated under Article 14 or extended by mutual written agreement. The parties shall act in good faith concerning delays or scheduling changes beyond either party's control, including delays in receiving owner-provided materials or reaching agreement with the Club's owner.

Article 3. Quality of Services
Consultant shall use reasonable and professional efforts consistent with professionals in its industry and perform the Services diligently, efficiently, and in compliance with applicable federal, state, and local law.

Article 4. Independent Contractor
Consultant is an independent contractor and controls the methods, manner, and means of performing the Services. Nothing in this Agreement creates a partnership, joint venture, or employment relationship. Consultant is responsible for taxes, workers' compensation, and other payments required with respect to its personnel; its personnel are not entitled to Client employee benefits.

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Article 5. Scope of Work
In the initial stage, Consultant shall perform the following Services, set forth in Section (A) of this Article 5:

Section A. Initial Work

(i) Derive a market opinion of value for the Club based on owner-provided historical information, current property conditions and deferred maintenance, recent comparable sales, and current market conditions relating to golf-course investment trends. This work includes a full review of available due-diligence materials and a full property inspection.

(ii) Assist the District in negotiating a potential purchase price or offer with the Club's current ownership. The District shall retain complete control over the terms of such negotiation, and/or any potential purchase price of offer.

Section B. Additional Work. The Consultant shall also, if directed by the District in writing:

(i) Solicit input from specialty club architects concerning the current clubhouse facilities and potential expansion options and challenges.

(ii) Engage other experts as needed to assess major capital-improvement needs, particularly irrigation, cart paths, drainage, and bridges. Consultant shall advise Client when specific issues require additional experts and assist in coordinating their work. Engagements giving rise to additional compensation or reimbursable charges remain subject to Article 9.

(iii) Provide guidance and options concerning the Club's post-purchase structure, including public, semi-private, and private operations.

(iv) Produce three-year financial projections and related assumptions for each operating structure considered.

(v) Assist in developing acquisition-plan details, timelines, and communications concerning the acquisition for the District Board and residents.

C. Other Consultant Requirements. Greg Christovich shall be the principal point of contact for the Services and shall be reasonably available for telephone conferences and meetings upon reasonable notice. Consultant shall provide its resulting analyses and projections to Client in writing. The conditional Services in Section B. depend on the condition stated there and on timely access to necessary information. The parties shall coordinate the delivery schedule accordingly.

Article 6. Compensation and Payments

A. Client shall compensate Consultant as follows: Three Hundred Fifty Dollars ($350.00) per hour, plus reasonable expenses associated with the Services, billed at the rate incurred by the Consultant (i.e., mileage, and lodging, if travel is required).

   The initial compensation to be paid by the Client for the Services provided by Consultant shall not exceed Five Thousand Dollars ($5,000.00), without advanced, written approval by the District, and subject to all of the terms and conditions of this Agreement. An initial retainer of Two Thousand Dollars ($2,000.00) shall be payable by the Client to the Consultant, upon execution of this Agreement. Any fees for outside experts shall require Client's advanced, written authorization, pursuant to Article 9. of this Agreement.

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B. Consultant's payment requests shall contain the detail and supporting data reasonably required by Client. Approved reimbursable expenses shall be billed at cost, without markup. Subject to any compensation arrangement completed in paragraph 8, payment shall be due within thirty (30) days after Client receives the applicable written work product and an invoice with supporting documentation. Client is responsible for amounts properly payable under this Agreement.

Article 7. Ownership of Materials
Materials produced or purchased at Client's expense by Consultant or approved support consultants, and work product created, prepared, or submitted under this Agreement, shall be Client's property.

Article 8. Accounting Records
Client may audit, examine, and copy, at Client's expense and at reasonable times and places, Consultant records pertaining to the Services. Consultant shall retain those records for at least three (3) years after its final request for payment.

Article 9. Additional Services
Consultant is not entitled to additional compensation for services beyond Article 5.A. unless Client authorizes them in advance in writing. This requirement applies to the expense of outside experts and any supplemental research or reports.

Article 10. Representations and Acknowledgments
Subject to the compensation limits set forth in Article 6. of this Agreement, Consultant shall devote the time reasonably necessary to perform the Services and represents that it will perform them professionally through skilled and competent personnel. Consultant shall use due care to protect District property and promptly repair damage caused by its work. Consultant represents that it has no direct or indirect interest conflicting with its performance and shall promptly disclose any actual or potential conflict to the District. Furthermore, Consultant shall not knowingly assume any actual or potential conflict of interest to the District regarding the acquisition of the golf course. Consultant acknowledges that it is not engaged to provide legal or engineering opinions or services requiring a professional license it does not hold.

Article 11. Indemnification
To the extent permitted by law, Consultant shall indemnify, defend, and hold harmless the District and its officers, supervisors, employees, and agents from third-party claims, losses, liabilities, damages, and reasonable attorneys' fees and costs arising from Consultant's failure to perform this Agreement or its negligent, reckless, or intentionally wrongful acts or omissions, except to the extent caused by the District's gross negligence or willful misconduct. Consultant shall promptly notify the District of proceedings subject to this obligation and of scheduled hearings. This obligation survives termination. The District assumes no contractual duty to indemnify Consultant.

Article 12. Sovereign Immunity
Nothing in this Agreement waives or limits the District's sovereign immunity or the limitations of liability under section 768.28, Florida Statutes, or other applicable law.

Article 13. Confidentiality
Consultant shall not disclose confidential information without Client's prior written consent, except to personnel and professional advisers who need it for the Services and agree to comply with this section. Upon completion, Consultant shall return information or handle it as the District directs consistent with public records law. Public and press inquiries shall be referred to the District. This section does not restrict disclosure required by law.

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Article 14. Termination
Either party may terminate without cause upon at least two (2) days' written notice. Consultant shall be compensated for Services performed and approved reimbursable expenses incurred before termination under Article 6. Upon termination Consultant shall promptly deliver District work product and records in its possession.

Article 15. Insurance
Consultant shall maintain the insurance set forth in Exhibit A at no expense to the District. The District and its officers, supervisors, staff, and employees shall be additional insureds where applicable under the Commercial General Liability and Automobile Liability policies. Consultant shall supply the applicable endorsements and certificates before commencing work. Coverage shall not be canceled or adversely changed without thirty (30) days' advance written notice to the District as specified in Exhibit A. Consultant has no coverage under District policies.

Article 16. Compliance with Public Records Laws
19.- Consultant acknowledges that records provided to or created for the District in connection with this Agreement may be public records and shall comply with Section 119.0701, Florida Statutes, to the extent applicable. Consultant shall keep and maintain public records required by the District to perform the Services; upon request of the District's public-records custodian, provide requested records or permit inspection or copying within a reasonable time at a cost no greater than allowed by Chapter 119; protect exempt or confidential and exempt records from unauthorized disclosure during and after the term; and, upon completion, transfer all public records in its possession to the District at no cost or keep and maintain them in compliance with applicable law. If records are transferred, Consultant shall destroy duplicate exempt or confidential and exempt records. Electronic records shall be supplied in a format compatible with the District's information-technology systems.

IF CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (813) 565-4663, OR BY EMAIL AT RECORDS@HIKAI.COM, OR BY MAIL AT WESTCHASE COMMUNITY DEVELOPMENT DISTRICT, 2502 N. ROCKY POINT DRIVE, SUITE 1000, TAMPA, FL 33607.

Article 17. Notices
All notices shall be written and personally delivered, sent by prepaid first-class mail, or sent by overnight courier with tracking.

Notices to the District shall be addressed to:

Westchase Community Development District
Attention: District Manager
2502 N. Rocky Point Drive, Suite 1000
Tampa, FL 33607

with a copy to:

Erin McCormick Law PA
Attention: District Counsel
3314 Henderson Boulevard, Suite 100D
Tampa, FL 33609

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Notices to Consultant shall be addressed to:

Greg Christovich
Christovich and Associates, LLC
11126 Vogel Court
Jacksonville, FL 32225

Notice is effective upon actual delivery or verified overnight delivery; delivery after 5:00 p.m. or on a nonbusiness day is effective the next business day. A party may change its address by five (5) days' written notice.

Article 18. Amendment
This Agreement may be amended, and its provisions waived, only by a written instrument executed by both parties. A waiver on one occasion is not a waiver on another.

Article 19. Assignment
Neither party may assign this Agreement or monies due under it without the other party's prior written consent, not to be unreasonably withheld. An attempted unauthorized assignment is void.

Article 20. Controlling Law
Florida law governs this Agreement. Venue for proceedings concerning this Agreement shall be in Hillsborough County, Florida.

Article 21. Headings for Convenience Only
Headings are for convenience and do not affect interpretation.

Article 22. Merger Provision
This Agreement and Exhibit A contain the entire understanding concerning its subject matter and supersede prior negotiations, proposals, and understandings, including the prior Engagement Letter as a separate agreement. If Exhibit A conflicts with the body of this Agreement, the body controls.

Article 23. Default and Protection Against Third-Party Interference
A default entitles the nondefaulting party to remedies available at law or equity, subject to applicable law and Article 12. The District alone is responsible for enforcing its rights against an interfering third party; nothing limits its right to protect those rights.

Article 24. Attorney's Fees
In an action to enforce this Agreement, the prevailing party may recover reasonable attorneys' fees and costs, including fees and costs of determining entitlement and amount, subject to applicable law and Article 12.

Article 25. Third-Party Beneficiaries
Except for persons expressly protected under the indemnity and insurance provisions, this Agreement is solely for the parties' benefit and creates no right or cause of action for another person.

Article 26. Compliance with Governmental Regulation
Consultant shall comply with applicable local, state, and federal laws, rules, regulations, and ordinances. Consultant shall notify the District in writing within five (5) days after receiving a government notice alleging a violation connected with the Services and promptly take legally required corrective action. Failure to provide notice or comply with a lawful requirement is grounds for District termination upon written notice.

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Article 27. Arm's-Length Transaction; No Construction Against Drafting Party
The parties have had the opportunity to review and negotiate this Agreement with counsel. Neither party shall benefit from a presumption construing an ambiguity against the drafter.

Article 28. Counterparts
This Agreement may be executed in counterparts, each deemed an original and together one instrument. Delivery of a signed counterpart electronically is effective as delivery of an original.

Article 29. E-Verify
Consultant and its subcontractors shall comply with section 448.095, Florida Statutes, including registration with and use of E-Verify to the extent required. Consultant shall obtain and retain required subcontractor affidavits and comply with the statutory termination requirements. Consultant represents that it has not had a public contract terminated under section 448.095(2)(c), Florida Statutes, during the preceding year.

Article 30. Nongovernmental Entity Human Trafficking Affidavit
The Nongovernmental Entity Human Trafficking Affidavit, attached hereto as Exhibit B, has been executed by Consultant, and is incorporated into this Agreement.

Article 31. Severability
If a provision is held invalid or unenforceable, the remainder remains effective.

Article 31. Effective Date
34.- This Agreement becomes effective when executed by both parties, on the date of the last signature below (the Effective Date), and remains in effect under Articles 2 and 14.

[Signature Page to Follow]

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IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates indicated below.

DISTRICT:
WESTCHASE COMMUNITY DEVELOPMENT DISTRICT

By: _____

Name: MATT LEWIS

Title: CHAIRMAN

Date: 9/30/2026

CONSULTANT:
CHRISTOVICH AND ASSOCIATES, LLC

By: _____

Name: Greg Christovich

Title: President

Date: _____

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EXHIBIT A — SCHEDULE OF INSURANCE

Required coverage. Throughout the term, Consultant shall maintain, and shall cause approved advisory and support consultants to maintain, coverage from insurers authorized in the state where Services are performed and rated at least A:VIII by A.M. Best:

(a) statutory workers' compensation and employers' liability of $1,000,000 each accident, $1,000,000 disease policy limit, and $1,000,000 disease each employee;

(b) occurrence-form commercial general liability, including premises and operations, products/completed operations, contractual liability, and broad-form property damage, with limits of at least $1,000,000 each occurrence, $1,000,000 personal and advertising injury, $2,000,000 general aggregate, and $2,000,000 products/completed operations aggregate, or higher limits carried;

(c) commercial automobile liability covering owned, non-owned, leased, and hired vehicles with at least $1,000,000 per accident; and

(d) professional liability (errors and omissions) with at least $1,000,000 per occurrence and aggregate, maintained during Services and for three (3) years afterward, with a retroactive date no later than the Effective Date.

Waiver of subrogation and additional insureds. Workers' compensation, CGL, and automobile policies shall be endorsed to waive insurers' subrogation rights against Client and its insurers. The CGL and automobile policies shall name Client as additional insured; CGL additional insured protection shall be evidenced by ISO CG 20 10 10 01 and CG 20 37 10 01, or equivalents acceptable to Client. The insurance afforded additional insureds shall be at least as broad as Consultant's and shall be primary and noncontributory to coverage maintained by Client.

Verification and notices. Before commencing Services, Consultant shall furnish Client certificates of insurance and the required additional insured and waiver endorsements, and shall furnish policy copies on request. Renewal certificates and endorsements must be delivered before existing policies expire. Certificates and policies shall provide Client at least thirty (30) days' advance written notice of cancellation, nonrenewal, or adverse material change or reduction in coverage; Consultant shall promptly forward any such notice received. Permitting work to begin or continue, or making payment, does not waive these requirements. Client may withhold payments while a deficiency remains unresolved.

Failure to maintain coverage. Failure to maintain required coverage does not limit Consultant's liability or indemnity. Insurer insolvency or failure to pay does not waive Consultant's obligations. If Consultant fails to maintain required insurance, Client may, without obligation, obtain it; Consultant shall reimburse the cost plus a five percent (5%) administrative charge within ten (10) days after demand, or Client may offset that amount against sums due Consultant.

Exhibit "B"

Section 787.06(13), Florida Statutes

I, the undersigned, am an authorized officer or representative of **Christovich and Associates, LLC**, and I attest that **Christovich and Associates, LLC** does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.

Under penalty of perjury, I hereby declare and affirm that the above-stated facts are true and correct.

FURTHER AFFIANT SAYETH NOT.

CHRISTOVICH AND ASSOCIATES, LLC

By: _____
Name: _____
Title: _____
Date: _____

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AGREEMENT BETWEEN BUCHANAN BUILDING SERVICES LLC AND WESTCHASE COMMUNITY DEVELOPMENT DISTRICT FOR ELECTRICAL AND LIGHTING SERVICES

This agreement (the "**Agreement**") is made and effective this 25 day of September 2026, by and between:

Westchase Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, located in Hillsborough County, Florida, whose address is: 2502 Rocky Point Dr., Suite 1000, Tampa, FL 33607 ("**District**"), and

Buchanan Building Services LLC, a Florida limited liability company, whose mailing address is 11020 Panama Drive, Tampa, FL 33625("**Contractor**").

RECITALS

WHEREAS, the District was established by ordinance of the Board of County Commissioners of Hillsborough County, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including surface water management systems, landscaping, recreational facilities, and other infrastructure; and

WHEREAS, the District desires to enter into an agreement with an independent contractor to perform electrical and lighting services, and as further described on **Exhibit "A"** hereto ("**Contractor's Proposal**"); and

WHEREAS, Contractor, who submitted the proposal attached hereto as **Exhibit A** ("**Contractor's Proposal**"), represents that it has the skills, knowledge, and ability to provide such Work to the District, in accordance with the terms of this Agreement; and

WHEREAS, the District and Contractor warrant and agree that they have all right, power, and authority to enter and be bound by this Agreement.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the District and Contractor (collectively, referred to as the "**Parties**"), the receipt of which and sufficiency of which is hereby acknowledged, the Parties agree as follows:

Section 1. Incorporation of Recitals. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

Section 2. Description of Work. The Contractor will provide the work and services identified in **Exhibit A** (the "**Work**"). Exhibit A is attached solely for the purpose of identifying the Work to be performed by Contractor. This Agreement governs the terms and conditions for such Work. Contractor shall perform the Work for the Contract amount of Thirteen Thousand Seven Hundred Eighty-Five and xx/100ths Dollars ($13,785.00) [Insert Start Date 2026]. Contractor shall provide all labor, materials and equipment necessary for such Work.

Contractor has satisfied and verified, by its own independent investigation and study, (i) all conditions affecting the site where the Work is to be performed (the "**Site**"), (ii) the Work to be done and materials to be furnished; and (iii) the conditions under which the Work is to be done, and has executed this Agreement based solely on such investigation, study and determination made by it.

Section 3. Contractor's Warranty. Contractor shall warrant that the Work (a) has been performed in a manner that conforms to all professional standards of care, principles, and other applicable standards; (b) has been performed in a good and workmanlike manner; (c) utilized materials that are new and of good quality.

Section 4. Billing and Payment. Contractor shall bill the District for Work based on invoice with appropriate support documentation of the Work performed. Provided Contractor has submitted invoices for Work with the appropriate support documentation by the fifteenth (15^{th}) of the month, Contractor shall be paid by the thirtieth (30^{th}) of the following month unless such invoice is disputed as described below. The format of the invoice and backup documentation shall strictly adhere to the requirements established by District. If the District disputes or questions any part or all of an invoice, the District shall advise Contractor in writing of such questions or disputes within thirty (30) days of the District's receipt of such invoice. In the event of any dispute regarding the Work performed to date, Contractor, including any of Contractor's subcontractor(s) or agent(s) responsible for the Work, in District's sole and absolute discretion, shall, so long as District is pursuing resolution of such dispute in an expeditious manner, continue to carry on performance of the Work and maintain their progress during any such dispute, lawsuit or other proceeding to resolve the dispute, and District shall continue to make payments of undisputed amounts to Contractor in accordance with this Agreement.

Section 5. Care of the Property. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair or replace, to the District's satisfaction, any damage resulting from Contractor's activities and work within twenty-four (24) hours. In the event Contractor does not repair or replace the damage to District's satisfaction, Contractor shall be responsible for reimbursing District for such damages.

Section 6. Insurance. The Contractor or any subcontractor performing the work described in this Agreement shall maintain throughout the term of this Agreement the following insurance:

(1) Worker's Compensation Insurance in accordance with the laws of the State of Florida.

(2) 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, in addition to covering at least the following hazards:

- Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.

(3) Commercial Automobile Liability Insurance for bodily injuries in limits of not less than $500,000.00 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 and supervisors shall be named as an additional insured. 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, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

The CGL policy and commercial automobile liability policies required above shall be primary insurance for the Contractor and the District, and the Additional Insureds. The policies shall contain a clause stating: "it is further agreed that such insurance as is afforded by this policy for the benefit of the Additional Insureds shall be primary insurance, and any insurance maintained by, or available to the Additional Insureds shall be excess and noncontributory with the insurance provided hereunder." The coverage provided to the Additional Insureds must be at least as broad as that provided to the Contractor, and may not contain any exclusionary language or limitations applicable to the Additional Insureds.

All policies required by this Agreement, with the exception of Workers' Compensation, or unless specific approval is given by the District, are to be written on an occurrence basis. Insurer(s), with the exception of the Workers' Compensation, shall agree to waive all rights of subrogation against the Additional Insureds.

If the Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, the Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District obtaining the required insurance.

Section 7. Independent Contractor. The District and Contractor agree and acknowledge that Contractor shall serve as an independent contractor of the District. Contractor and District agree that Contractor is and shall remain at all times an independent contractor and shall not in any way claim or be considered an employee of the District.

Section 8. Indemnification. Contractor agrees to defend, indemnify and hold harmless the District and its officers, agents and employees and their respective successors and assigns (the "**District Parties**") from any and all Claims occurring incident to or resulting in whole or in part from, the activities of the Contractor, the Contractor's agents, employees, subcontractors, advisors, and other parties (the "**Contractor Parties**") employed or engaged by Contractor or any of the foregoing, in connection with this Agreement; provided, however, that this indemnity shall not apply to the extent of the District's gross negligence or willful misconduct. This indemnity shall survive the expiration or termination of this Agreement as to any such Claims arising out of this Agreement. Contractor shall, upon receipt of notice of any Claim, promptly take all action necessary to make a claim under any applicable insurance policy or policies contractor is carrying and maintaining. In any and all Claims against one or more of the District Parties by any employee of any of the Contractor Parties, the indemnification obligation under this Section shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts. "**Claims**" shall mean any and all direct or indirect claims, demands, actions, causes of action, suits, rights of recovery for any relief or damages, debts, accounts, damages, taxes, assessments, fees, fines, penalties, costs, losses, liabilities, mechanic's liens or stop notices and expenses (including, without limitation, court or arbitration costs, and attorneys' fees and expenses, and other costs of defense), of any

kind or nature, including, without limitation, whether based on contract in tort, in law or equity, or pursuant to any violation of any and all states laws, rules, ordinances, regulation, by-laws, orders, decrees, permits, licenses and certificates of any federal, state of other governmental agency or body having jurisdiction, and whether foreseeable or unforeseeable.

Section 9. Recovery of Costs and Fees. In the event the District is required to enforce this Agreement or any provision hereof by court proceedings or otherwise, then if prevailing, the District shall be entitled to recover from Contractor all fees and costs incurred, including but not limited to reasonable attorneys' fees incurred prior to or during any litigation or other dispute resolution and including fees incurred in appellate proceedings.

Section 10. Limitations on Governmental Liability. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability which may have been adopted by the Florida Legislature in Section 768.28, Florida Statutes or other statute, 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 the Doctrine of Sovereign Immunity or by operation of law.

Section 11. Labor, Materials and Equipment Claims. The Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it, to perform under this Agreement. The Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of the Contractor's performance under this Agreement, and the Contractor shall immediately discharge any such claim or lien. In the event that the Contractor does not pay or satisfy any claim or attempted lien within three (3) business days after the filing of a notice thereof, the District, in addition to any or all remedies available under this Agreement, may terminate this Agreement effective upon the giving of notice.

Section 12. Negotiation at Arm's Length. This Agreement has been negotiated fully between the parties as 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.

Section 13. Enforcement. A default by either party under this Agreement shall entitle the other party to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

Section 14. Termination. The District may terminate this Agreement without cause upon thirty (30) days written notice. The District shall also have the right to cancel this Agreement at any time due to Contractor's failure to perform in accordance with the terms of this Agreement or for any reason. Contractor shall have the right to cancel this Agreement upon sixty (60) days written notice to the District stating a failure of the District to perform in accordance with the terms of this Agreement; provided however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. In the event either party terminates this Agreement, Contractor agrees to accept the balance due and owing to them at the effective date of termination for the Work performed up to that date, subject to whatever claims or off-sets the District may have against the Contractor.

Section 15. Permits and Licenses. All permits, inspections and/or licenses necessary for the

Contractor to perform under this Agreement shall be obtained and paid for by the Contractor. Contractor is responsible for determining if any Work is to be inspected or approved by any public authority. Contractor shall be responsible for any fines or penalties assessed against the District as a result of Contractor's Work.

Section 16. Entire Agreement. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. To the extent that anything contained within **Exhibit A** conflicts with anything contained within this Agreement, this Agreement shall control.

Section 17. Amendment. 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 of the parties hereto.

Section 18. Authority to Contract. The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

Section 19. Notices. All notices, requests, consents and other communications hereunder ("Notices") shall be in writing and shall be delivered, by facsimile, by overnight mail, or by First Class Mail, postage prepaid, return receipt requested, to the parties, as follows:

Contractor:

Buchanan Building Services LLC
11020 Panama Drive
Tampa, FL 33625
Attn: J. L Buchanan Jr

District:

Westchase Community Development District
2502 Rocky Point Dr., Suite 1000
Tampa, FL 33607
Attn: Heather Dilley, District Manager

With a copy to:

Erin McCormick Law, PA
3314 Henderson Boulevard
Suite 100D
Tampa, FL 33609
Attn: Erin McCormick, Esq.

Section 20. Third Party Beneficiaries. This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or

shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

Section 21. Assignment. Contractor may not assign this Agreement or any monies to become due hereunder without the prior written approval of the District. Any assignment entered into without the written approval of the District shall be invalid and unenforceable.

Section 22. Applicable Law. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

Section 23. Public Records. The Contractor agrees and understands that Chapter 119, *Florida Statutes*, may be applicable to documents prepared in connection with the Work provided hereunder and agrees to cooperate with public record requests made thereunder. In connection with this Agreement, Contractor agrees to comply with all provisions of Florida's public records laws, including but not limited to Section 119.0701, *Florida Statutes*, the terms of which are incorporated herein. Among other requirements, Contractor must:

A. Keep and maintain public records required by the District to perform the service.

B. Upon request from the District's custodian of public records, provide the District with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.

C. Ensure that public records that 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 completion of the Agreement if the Contractor does not transfer the records to the District.

D. Upon completion of this Agreement, transfer, at no cost, to the District all public records in possession of the Contractor or keep and maintain public records required by the District to perform the service. If the Contractor transfers all public records to the District upon completion of this Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the District, upon request from the District's custodian of public records, in a format that is compatible with the information technology systems of the District.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE ENGINEER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, AT (813)565-4663, OR BY EMAIL AT RECORDS@HIKAI.COM,COM, OR BY REGULAR MAIL AT 2502 ROCKY POINT DR., SUITE 1000, TAMPA, FL 33607.

Section 24. E-Verify Requirements. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Company 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, the 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. The 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.

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.

Section 25. Nongovernmental Entity Human Trafficking Affidavit. The Nongovernmental Entity Human Trafficking Affidavit, attached hereto as Exhibit "B," has been executed by Contractor, and is incorporated into this Agreement.

Section 26. Effective Date and Term. This Agreement shall become effective as of the date set forth above. Time is of the essence in performance of this Agreement by the Contractor.

Section 27. Compliance with Governmental Regulation. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances, including conservation easements applicable to the District. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the Work being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or material men, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of Work, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective immediately upon the giving of notice of termination.

[Remainder of Page Intentionally Left Blank]

In Witness Whereof, the parties hereto have caused this instrument to be executed on the day and year as previously written.

CONTRACTOR:

Buchanan Building Services, LLC

By: _____
Name: J. L. Buchanan III
Title: Owner

Westchase Community Development District

By: _____
Name: Matthew Lewis
Title: Chair, Board of Supervisors

EXHIBIT "A"

Proposal

ESTIMATE

Buchanan Building Services
EC13011471/CBC1267916
11020 Panama Dr
Tampa, FL 33625

jbuchan3@tampabay.rr.com
+1 (813) 318-1606

Buchanan Building Services

Bill to
David Sylvanowicz
Westchase CDD
9515 W. Linebaugh Ave
Tampa, FL 33626

Estimate details
Estimate no.: 1096
Estimate date: 09/01/2026
Expiration date: 10/01/2026

P.O. Number: Oalsbury Drive

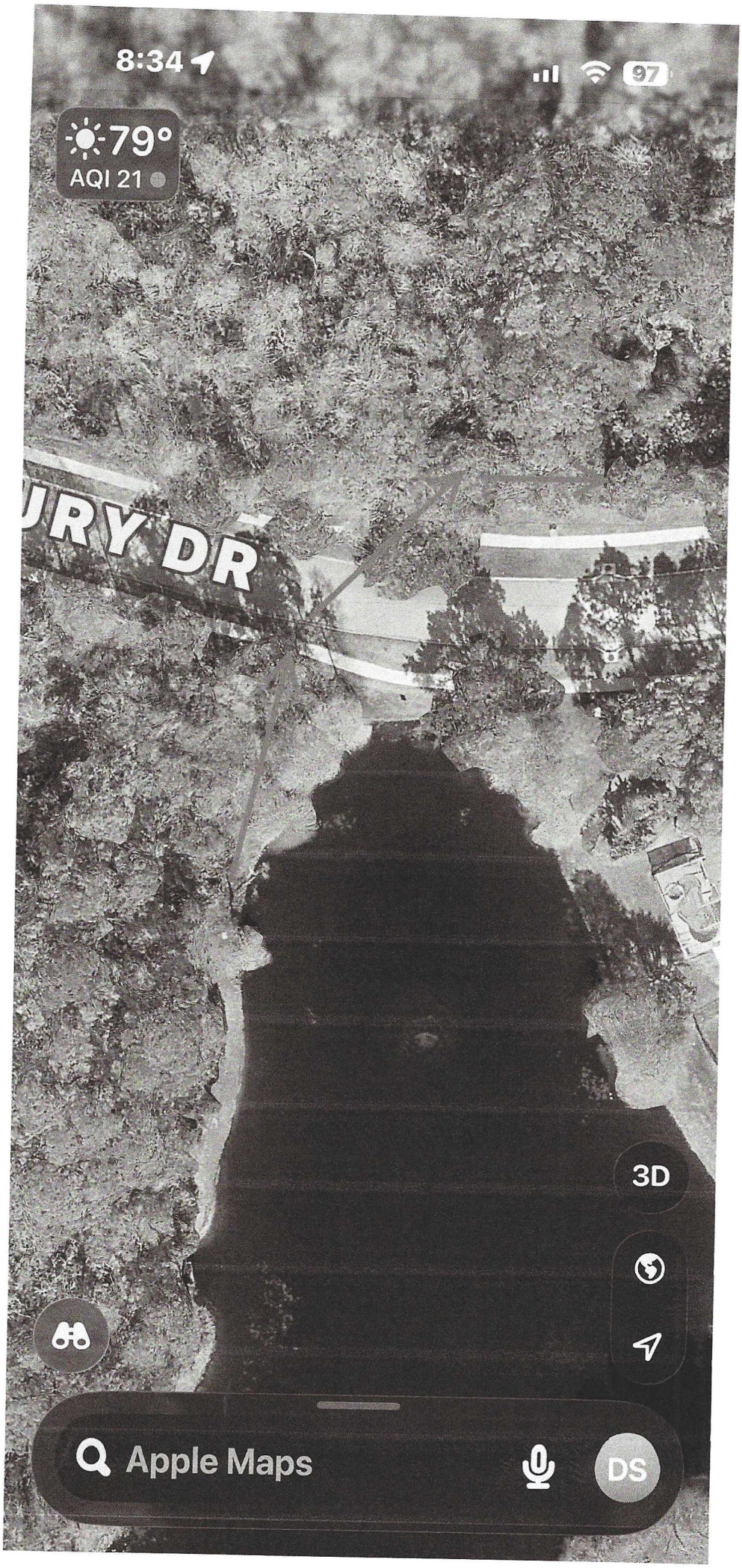
#	Date	Product or service	Description	Qty	Rate	Amount
1.		**16 Electrical & Lighting**	Horizontal bore and pipe a line from the existing panel to the existing pump location for the pond aerators. Includes ll materials and labor including a new panel to replace water damaged existing and breakers.	1	$13,785.00	$13,785.00
2.			Payable Deposit $7500 Balance $6285			

Total **$13,785.00**

Expiry date 10/01/2026

Accepted date

Accepted by


8:34
97
79°
AQI 21
URY DR
3D
Apple Maps
DS

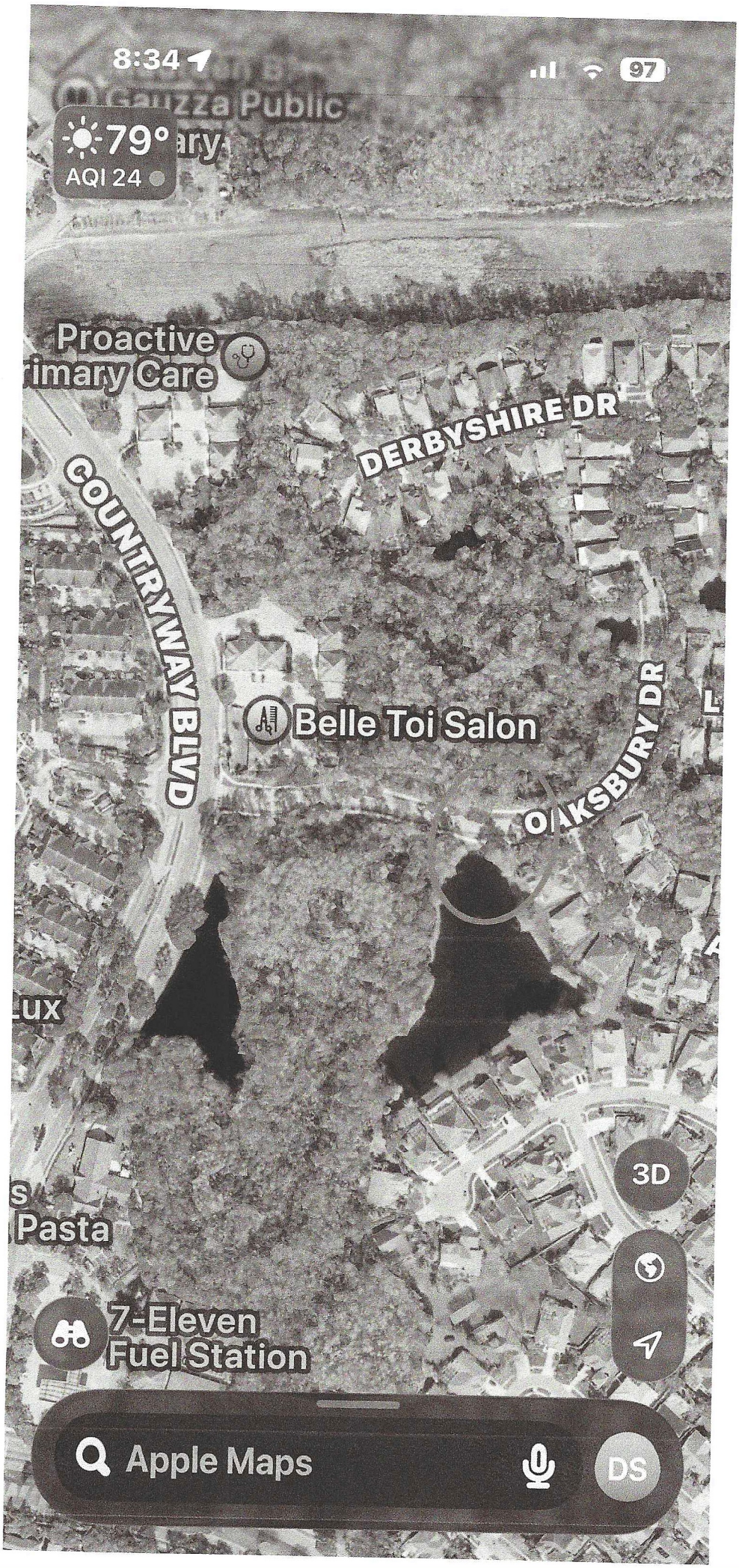

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AQI 24
Proactive
Primary Care
DERBYSHIRE DR
COUNTRYWAY BLVD
Belle Toi Salon
OAKSBURY DR
Lux
Pasta
3D
7-Eleven
Fuel Station
Apple Maps
DS

EXHIBIT "B"

Nongovernmental Entity Human Trafficking Affidavit

Section 787.06(13), *Florida Statutes*

I, the undersigned, am an authorized officer or representative of Buchanan Building Services LLC, a Florida limited liability company, and I attest that Buchanan Building Services LLC, does not use coercion for labor or services as defined in Section 787.06, *Florida Statutes*. Under penalty of perjury, I hereby declare and affirm that the above-stated facts are true and correct.

FURTHER AFFIANT SAYETH NOT.

BUCHANAN BUILDING SERVICES LLC
a Florida limited liability company

By: _____

Name: J. L. Buchanan, Jr.

Title: Owner

Date: 9-25-26