

RESOLUTION NO. 2009- 77

A RESOLUTION BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, APPROVING AND AUTHORIZING THE CLERK OF THE COURTS OF ST. JOHNS COUNTY, FLORIDA, ON BEHALF OF THE OFFICE OF THE CLERK OF THE COURTS OF ST. JOHNS COUNTY, TO DISPOSE OF 190 CUBIC FEET OF COUNTY FINANCE RECORDS, IN THE MANNER SET FORTH BY LAW

WHEREAS, the Clerk of the Courts of St. Johns County has requested in writing (letter dated January 14, 2009 attached and incorporated) that Board of County Commissioners of St. Johns County, Florida approve and authorize the Clerk of the Courts of St. Johns County, Florida, on behalf of the Office of the Clerk of Courts of St. Johns County to dispose of 190 cubic feet, more, or less, of County Finance Records, up to, and including Fiscal Year 2002, in accordance with the statutory provisions of Chapter 257.36(6), Florida Statutes, and by statutory authority of Chapter 119.021(2), Florida Statutes, and as noted in the attached and incorporated schedule; and

WHEREAS, the records sought to be disposed include accounts payable disbursement records, fuel tax reports, receipt and revenue records, bank statements, correspondence and memoranda, audits, warehouse surplus inventory slips, recipient grant files, event and project contracts, savings bond information, insurance records, and payroll records; and

WHEREAS, the records sought to be disposed are eligible for disposal as noted in Chapter 1B-24, Florida Administrative Code; and

WHEREAS, the records sought to be disposed, will be disposed according to the statutory provisions of Chapter 257.36(6), Florida Statutes, and Chapter 119.021(2), Florida Statutes;

WHEREAS, it is in the collective best interests of both the County, and the Clerk of the Courts of St. Johns County to dispose the above-referenced records, in the manner set forth by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, AS FOLLOWS:

Section 1. The above Recitals are hereby incorporated into the body of this Resolution, and are adopted as Findings of Fact.

Section 2. The Board of County Commissioners hereby approves and authorizes the Clerk of the Courts of St. Johns County, Florida, on behalf of the Office of the Clerk of the Courts of St. Johns County, Florida to dispose of 190 cubic feet, more or less, of

County Finance Records, up to, and including Fiscal Year 2002, in accordance with the statutory provisions of Chapter 257.36(6), Florida Statutes, and Chapter 119.021(2), Florida Statutes, and as noted in the attached and incorporated schedule.

Section 3. To the extent consistent with State law, the Board of County Commissioners hereby approves and authorizes the Clerk of the Courts of St. Johns County, Florida, to take whatever additional steps are necessary in order to accomplish the desired objective of Record disposal noted in this Resolution.

PASSED AND ADOPTED by the Board of County Commissioners of St. Johns County, Florida, this 7th day of April, 2009.

**BOARD OF COUNTY COMMISSIONERS OF
ST. JOHNS COUNTY, FLORIDA**

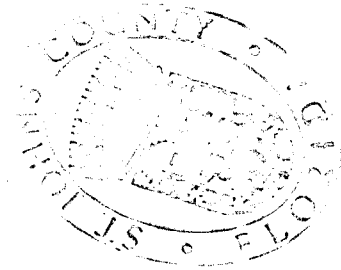
Attest:

Pam Halterman
Deputy Clerk

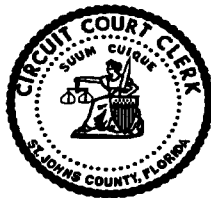
By:

Cyndi Stevenson
Cyndi Stevenson, Chair

RENDITION DATE 4/9/09



Cheryl Strickland
Clerk of Courts



George Lareau
Chief Deputy

St. Johns County Clerk Of Courts
4010 Lewis Speedway, Saint Augustine, Florida 32084
Fax 904/819-3663

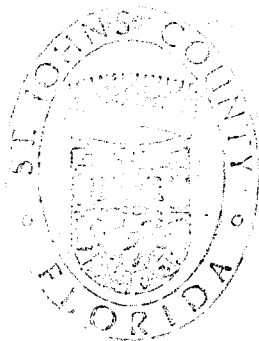
Carlton Moore, R.M.L.O.
Records Management Supervisor
Phone: (904) 819-3641
Email: reccoc2@sjccoc.us

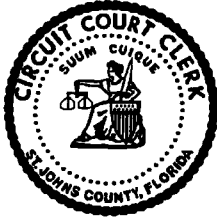
To: Board of County Commissioners
From: Office of the Clerk of Courts
Date: January 14, 2009
Re: Records Retention
Prepared by: Carlton Moore, COC Records Management Dept.

In compliance with Florida Statutes, chapter 28.31, please consider this letter as a request for approval from the Board of County Commissioners to dispose of 190 cubic feet of county finance records up to and including fiscal year 2002. The records to be disposed of include accounts payable disbursement records, fuel tax reports, receipt and revenue records, bank statements, correspondence and memoranda, audits, warehouse surplus inventory slips, recipient grant files, event and project contracts, savings bond information, insurance records and payroll records. These records are eligible for disposal by the authority of the Florida Administrative Code, chapter 1B-24. The listed records will be disposed of in accordance with the statutory provisions of Florida Statute, chapter 257.36(6) and by statutory authority of Florida Statute, chapter 119.021(2).

Approved by *Cyndi Stevenson*

Title *Chairman - BCC*
Date *4/9/09*





RECORDS DISPOSITION CERTIFICATION

1. Certification Number 166

Cheryl Strickland
St. Johns County Clerk Of Courts
4010 Lewis Speedway
Saint Augustine, Florida 32084

2. NOTICE OF INTENTION

In accordance to Florida Statutes 19.01(4) and 119.041(1), the scheduled records listed in Item 4 are to be disposed of in the manner checked below (specify only one):

- X a. Destruction
- b. Microfilming and Destruction
- c. Imaging and Destruction
- d. Other _____

3. DEPARTMENTAL DISPOSAL AUTHORIZATION

Disposal for the below listed records is acknowledged.

Department _____

Signature _____ Date _____

Name and Title _____

4. LIST OF RECORD SERIES

a. Records Schedule	b. Item No.	c. Title and Description	d. Retention	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date
GS1-SL	340	Disbursement Records: Detail (A/P)	7FY&6months	10-1-98 to 9-30-01	118	
GS1-SL	340	Disbursement Records: Detail (county lab reports, billing utilities, Golf Course monthly statements, Essex & Suncom / misc. phone bill info, Certification surcharges=sales tax, Cancelled checks, Purchase Cards recon. Billing Escrow statements)	5 FY	1990-1993 (essex phone) 10-1-1995 to 9-30-2000, 2-1-02 to 9-30-02	18	
GS1-SL	340	Disbursement Records: Detail (General fund operating Account Cancelled checks)	5FY	1-30-87 to 8-31-87	2	
GS1-SL	341	Disbursement Records: summary (Cash Disbursement history, check register and cash requirements 95-96)	10FY	10-1-86 to 1-12-90, 10/1/96 to 4-30-96	2	
GS1-SL	213	Fuel Tax Reports (fuel tax)	3FY	10-1-95 to 9-30-00	1	
GS1-SL	365	Receipt/Revenue Records: Detail (outstanding check listings, Cash Receipts, Deposit Receipts 79-80, finance daily receivables & receipts for land full 94-95)	5FY	12-1-1986 to 10-31-1993, 9-1-98 to 8-31-00, 11-1-79 to 3-31-80, 5-1-94 to 4-30-95	10	
GS1-SL	85	Bank Statements Reconciliation (General Fund, Payroll Bank Statements and Bank statements)	5FY	10-1-96 to 9-30-00 and 1-1-01 to 9-30-02	19	
GS1-SL	338	Correspondence and Memoranda: Program and Policy Development (finance, stop payment, input sheets, audit confirms, correspondence)	5FY	1-1-99 to 12-31-00	2	
GS1-SL	40	Inventory: Agency Property (Monthly	3FY	10-1-99 to	1	

		Warehouse issue slips surplused)		9-30-00		
GS1-SL	73	Audits: Internal (Finance Audit)	5FY	10-1-00 to 9-30-01	2	
GS1-SL	57	Audits: Supporting Documents (Finance Audit Backup Documents)	3FY	10-1-99 to 9-30-00	1	
GS1-SL	104	Equipment/vehicle Maintenance Records	1FY	1-1-93 to 9-30-00	3	
GS1-SL	111	Insurance Records: Agency (General Liability insurance files BCBS paid insurance claims rpts)	5FY	10-1-92 to 9-30-00	4	
GS1-SL	8	Audits: Auditor General (Audited Sales Tax Information)	10FY	1-1-86 to 12-31-87	1	
GS1-SL	348	Grant Files: Recipient (Finance Misc. Grants)	5FY	10-1-99 to 9-30-00	1	
GS1-SL	183	Payroll Records: ledgers/Trial balance Reports (P/R Tax Deposits)	5FY	1-1-96 to 12-31-98	1	
GS1-SL	291	Project Files: Operational (event/project contracts)	3FY	10-1-98 to 9-30-99	1	
GS1-SL	226	Bonds and Bond Interest Coupons (Savings Bonds Info)	5FY	10-1-98 to 9-30-99	1	
Totals:	18				190	

<p>5. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented above, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.</p> <p style="text-align: right;">March 6, 2009 Date</p> <p>Signature _____ Name and Title _____ Carlton Moore, R.M.L.O.</p>	<p>6. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.</p> <p>Signature _____ Date _____</p> <p>Name and Title _____</p> <p style="text-align: right;">Witness _____</p>
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