

RESOLUTION 2019-06

A RESOLUTION OF THE CITY OF ST. PETE BEACH, FLORIDA, COUNTY OF PINELLAS, STATE OF FLORIDA; FINDING THE NECESSITY TO ADOPT A POLICY AND FEE SCHEDULE WITH RESPECT TO RECORDS MANAGEMENT SYSTEM AND PUBLIC RECORDS REQUESTS CONSISTENT WITH FLORIDA STATUTES CHAPTER 119; PROVIDING FOR DEFINITIONS OF APPLICABLE PUBLIC RECORDS; PROVIDING FOR A BASIC FEE SCHEDULE FOR PRODUCTION OF COPIES; PROVIDING FOR A REASONABLE SPECIAL SERVICE CHARGE, WHEN APPLICABLE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, it is a necessity that the City of St. Pete Beach (the "City") be in compliance with Florida Statutes, Chapter 119, Public Records, with respect to the management of and requests for public records of the City; and,

WHEREAS, it is the policy of the City that all municipal records, with the exception of exempted records identified by Florida Statutes shall be open for personal inspection by any person; and,

WHEREAS, the nature or volume of such public records requests can potentially require extensive use of information technology (IT) resources, or extensive clerical and/or supervisory assistance, by agency personnel involved and, therefore, may require a special service charge.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of St. Pete Beach, that:

Section One: The above recitals are true and correct and are incorporated herein by reference.

Section Two: The City Commission hereby adopt the Records Management Policy, attached as Exhibit "A", and the definitions and fee schedule contained therein.

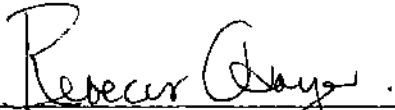
Passed this 13th day of August, 2019, by the City Commission of the City of St. Pete Beach, Florida.

* * * * *



Alan Johnson, Mayor

ATTEST:



Rebecca C. Haynes, City Clerk

APPROVED AS TO LEGAL FORM AND CORRECTNESS:



Andrew Dickman, City Attorney



OFFICE OF THE CITY CLERK
RECORDS MANAGEMENT MANUAL

Revised August 2019

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INTRODUCTION

The records that Florida's state and local government agencies keep in the course of carrying out their duties and responsibilities are public records. Public records are different from records of businesses and private organizations because Florida law requires public records to be readily accessible and available to the public upon request. All employees must ensure that public records in their custody are maintained and accessible as required by Florida Laws. Employees and agencies do not have the authority to withhold records deemed "sensitive." The only records that can be withheld from public disclosure are those specifically designated by Federal Law or by Florida Statutes as confidential or exempt.

The purpose of this policy is to provide City employees with the information and procedures necessary to understand and carry out their responsibilities under the Florida public records law.

Good records management provides that information is available when and where it is needed, in an organized and efficient manner, and in an appropriate environment.

GENERAL PROVISIONS

A records management policy will affirm the public's right to access municipal records of the City of St. Pete Beach and set forth the procedures that will facilitate accessibility of information. The policy will ensure the economic and efficient management of information, set guidelines for on-going training, and establish fees levied by the City to cover the cost of responding to public records requests.

The benefits of an effective records and information management program include compliance with legal retention requirements, protection of vital records, control over the creation of new and/or duplicate records, faster retrieval of information, fewer lost or misfiled records, and the reduction of expenditures for space needs and records filing equipment.

This policy will apply to all employees and officers of the City, including all members appointed to citizen advisory boards and committees.

RECORDS RETENTION SCHEDULE

Florida Statutes authorizes the Florida Department of State to establish records retention schedules which identify and describe a record series and to establish a minimum period of time for which records must be retained before final disposition of the records. Every record series must have an approved retention schedule in place before records from that series can be destroyed or otherwise disposed. Retention and disposition requirements stated in records retention schedules are based upon the administrative, legal, fiscal, and historical value of each records series.

Retention values, determined by the State of Florida, are determined by the nature, content, and purpose of the record series and not by the physical format (paper, electronic, microfilm, etc.) in which the series resides.

There are two types of retention schedules: General Records Schedule and Individual Records Schedules. A General Records Schedule establishes retention requirements for records common to government agencies while an Individual Records Schedule establishes retention requirements for records that are unique to the City.

The City of St. Pete Beach shall utilize the retention schedules as provided by the Florida Department of State, Division of Library and Information Services, including:

GS1-SL	State and Local Government Agencies
GS3	Election
GS4	Medical Providers (i.e. Fire)
GS8	Fire Departments
GS14	Public Utilities
GS15	Public Libraries

The Records Management Liaison Officer and Records Coordinators are responsible for the proper identification and storage of records awaiting disposition. If there are documents that do not fit into one of the state established records series, the RMLO shall contact the Division of Library and Information Services to establish a new records series retention schedule and ensure the correct disposition of records eligible for destruction.

The City will utilize the services of a records consultant to draft the annual retention and disposition schedule, which is maintained on the City's Z drive and/or network drive.

Department directors are responsible for maintaining their active records and must implement a records system that complies with this policy.

Each Director shall appoint at least one department Records Coordinator. The department Records Coordinator shall be responsible to:

- Oversee the department's records system
- Keep an accurate inventory of all public records in accordance with the State of Florida established retention schedules
- Coordinate the authorized destruction of department records through the RMLO on an annual basis

The department Director or designated Records Coordinator shall oversee transfers of original public records between departments.

DISPOSITION OF PUBLIC RECORDS

Section 257.36(6) of Florida Statutes states that a public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the State. This means that all records must be covered by a retention schedule before disposition can occur.

The RMLO will coordinate with the Records Coordinator(s) at least once annually to identify records that have met their retention period and are ready for destruction, as required by the Florida Administrative Code, Rule 1B-24.003(10).

The RMLO will approve and maintain the completed disposition form. No records shall be destroyed prior to authorization from the RMLO.

The disposition list is maintained on the City's Z drive and/or network drive for use as a reference guide throughout the fiscal year. The list shall be completed by the Records Coordinators in each department prior to submitting to the RMLO for final disposition.

The state-approved disposition methods are as follows:

- The most common method of disposing of records is actual destruction. The City of St. Pete Beach utilizes the shred method through a contractor. The contractor will provide the city with the total amount of documents and the equivalent of trees saved by recycling the shredded documents, assisting the city in maintaining its Green City status.
- For paper records containing information that is confidential or exempt from disclosure, appropriate destruction methods include burning in an industrial incineration facility, pulping, pulverizing, shredding or macerating. High wet-strength paper, paper Mylar, durable medium paper substitute or similar water repellent papers are not sufficiently destroyed by pulping and require other methods such as shredding or burning.
- For electronic records containing information that is confidential or exempt from disclosure, appropriate destruction methods include physical destruction of storage media such as shredding, crushing or incineration; high-level overwriting that renders the data unrecoverable; or degaussing/demagnetizing.
- For other non-paper media containing information that is confidential or exempt from disclosure such as audio tape, video tape, microforms, photographic films, etc., appropriate destruction methods include pulverizing, shredding, and chemical decomposition/recycling.

The City shall not bury confidential or exempt records since burying does not ensure complete destruction or unauthorized access.

Periodic audits will be conducted by the RMLO to ensure departmental compliance.

Factors that Might Influence 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. Legal counsel should inform the RMLO and/or Records Custodian(s) when that hold can be lifted and when the records are again eligible for disposition.

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

c. **Accreditation Standards:** Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. In an effort to enhance the professionalism of their members, these groups may place more stringent recordkeeping requirements on public agencies than 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 recordkeeping requirements for accreditation. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter retention period.

d. **Records in Support of Financial 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 (pursuant to 31 USC, Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) 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 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 which arise from it. However, in no case can such records be disposed of before the three fiscal year minimum. 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, 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.

e. **Federal, state, or local laws and regulations:** In rare instances, laws, rules or regulations for specific agencies or specific types of records might require a longer retention than indicated in general records schedules, particularly with newly enacted laws. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements and should submit a *Request for Records* FLORIDA DEPARTMENT OF STATE
BASICS OF RECORDS MANAGEMENT HANDBOOK 23 *Retention Schedule* when such requirements are not already reflected in existing retention schedules.

METHOD TO ESTIMATE THE VOLUME OF RECORDS

The records scheduled for disposal must be measured. The basic unit of volume measurement in records management is cubic feet. The table below shows cubic foot equivalents.

<u>Volume</u>	<u>Cubic Feet</u>
Cassette Tapes, per 200	1.0
10"x12"x15" box (Standard Banker Box)	1.0
Letter-size file drawer	1.5
Legal-size file drawer	2.0
3 x 5 card, per ten 12- inch rows	1.0
3 x 5 card, per five 25-inch rows	1.0
4 x 6 card, per six 12-inch rows	1.0
5 x 8 card, per four 12-inch rows	1.0
16 mm microfilm, per 100 rolls	1.0
35 mm microfilm, per 50 rolls	1.0
One roll of microfilm	1.0
Map case drawer, 2" x 26" x 38"	1.1
Map case drawer, 2" x 38" x 50"	2.2
Roll storage, 2" x 2" x 38"	0.1
Roll storage, 2" x 2" x 50"	0.2
Roll storage, 4" x 4" x 38"	0.3
Roll storage, 4" x 4" x 50"	0.5

A recommended on-line link for calculations is listed below:

<http://www.marjam.com/calculators/volume-calculator-cubic-feet>

DISPOSITION PROCEDURE

The following steps outline the procedure for the disposition of records:

1. The City Clerk will request the Records Consultant to draft the upcoming fiscal year disposition list and place it on the Z drive for a reference guide.
3. The Records Coordinator in each department will inventory and identify records in his/her respective department and complete the draft disposition list. A disposition label will be affixed to the side of each box of records indicating the department, type of document(s), retention and destruction date.
4. The RMLO will meet with the Records Coordinator of each department to finalize their disposition lists.
5. The Records Coordinator in each department shall transfer all records to the City Clerk's Office in preparation for disposition.
6. The RMLO will compile information from all dispositions lists, check the boxes for compliance, and coordinate the disposition.
7. The annual disposition shall be by shredding conducted by a licensed, bonded and insured company.
8. Once the disposition is completed, the RMLO will take receipt of the certification of destruction document and attach it to the State of Florida Compliance Statement.
9. The RMLO will complete the Records Management Compliance Statement, obtain the necessary signatures, and submit the form to the State of Florida for fulfillment purposes. This will finalize the fiscal year record keeping set by the State of Florida.
10. A copy of the Compliance Statement will be kept on file in the City Clerk's Office during its retention period.

PUBLIC RECORDS REQUESTS

In order to understand the vital role of records management in the State of Florida, a basic understanding of the public records law is necessary. Florida has a long tradition of open government and access to public records with laws that have been in effect since 1909. Chapter 119 of the Florida Statutes contains specific provisions covering the definition, access and exemptions for records.

A public record is defined by Chapter 119 of the Florida Statutes as, *"all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."*

The Florida Supreme Court further defined public records as, *"any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge of some type."* Therefore, any document meeting these criteria is a public record regardless of whether it is in final form or is designated by the City of St. Pete Beach as a "draft," "working copy," or "preliminary version." If the City has circulated a "draft" for review, comment, or informational purposes, that "draft" is a public record.

Further, in considering the definition of a Public Record, it is critical to understand format, media type or duplication does not affect the public record status of information created or received by a public agency.

The City of St. Pete Beach shall respond to all requests for public records efficiently and accurately, and in full compliance of the provisions the State.

A public records request may be made to any city employee

Requestors are not required to:

- Identify themselves
- Submit a request in writing
- Provide contact information
- Provide a reason for the request
- Provide information on how the records will be used

An agency is not required by law to generate or create documents in response to requests for records nor is the agency representative required to answer questions about the information provided; it is solely required to provide the documents on file. There is no requirement to consolidate information into a report to satisfy a request for public records.

The City must acknowledge if a record does not exist.

The Records Management Liaison Officer, Records Coordinator or Director shall supervise the in-person inspection of a public record to prevent removal, alteration or destruction of a record. The review of records shall be accomplished in an open environment.

The RMLO and the City Attorney shall review public record requests pertaining to pending litigation.

In the event the requesting party is a candidate for municipal office, the information will be provided free of charge to all candidates. If, however, the request is extensive (as listed under definitions) and the production of the information exceeds .25 hour, the specified fees will be assessed. All records provided to candidates shall be coordinated through the Office of the City Clerk.

Fee Schedule

The City will establish a fee schedule in accordance with Florida law, including the imposition of a special charge if the nature or volume of a public record request requires extensive use of resources. Payment in the form of cash or check made payable to the City of St. Pete Beach are accepted.

- \$.15 (fifteen cents) per one-sided copy (black & white and color);
- \$.20 (twenty cents) per two-sided copy (black & white and color);
- \$5.00 per compact disk or flash drive
- \$1.00 per certified copy of a public record
- Imaged document such as maps, plans, etc., are cost of duplication
- Special Service Charge is hourly rate plus benefits of each employee
- Deposit, when an extensive fee is warranted, will equal one-half of the estimated charge

DEFINITIONS

Active Records: Records that have sufficient administrative, fiscal, legal or historical value to warrant their continued storage in an easily accessible area (e.g., office area).

Actual cost of duplication: the cost of the material and supplies used to duplicate a public record. This does not include Special Service Charges.

Agency: any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law including, for the purposes of this chapter, the Commission on Ethics, the Public Service Commission, and the Office of Public Counsel, and any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency.

Custodian of public records: the elected or appointed state, county, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee.

Data processing software: the programs and routines used to employ and control the capabilities of data processing hardware, including, but not limited to, operating systems, compilers, assemblers, utilities, library routines, maintenance routines, applications, and computer networking programs.

Disaster Preparedness: Policies and procedures for preventing, responding to, and assessing and recovering from the damage resulting from a natural or man-made disaster or emergency situation, including the systematic identification of those records that are vital to an agency's purpose and operations and a plan to protect such records.

Disposition: Final actions taken with regard to public records that have met all retention requirements and are no longer needed for current government business as indicated in General Records Schedules or Records Retention Schedules. Disposition may include either destruction of public records or transfer of public records to the custody of another public agency.

Drafts: Materials that constitute precursors of public records, have not been communicated or circulated for review or comment, and are not in themselves intended as final evidence of the knowledge to be recorded. Information in a preliminary form that is not intended to perpetuate, communicate, or formalize knowledge of some type and that is fully represented in the final product that is a "draft" and not a "public record."

Duplicate (or Convenience) Records: Reproductions of record (master) copies, prepared simultaneously or separately, which are designated as not being the official copy.

Electronic records: Any information that is recorded in machine readable form. (Rule 1B-24.001(3) (e), *F.A.C.*; Rule 1B-26.003(5) (e), *F.A.C.*)

Exemption: a provision of general law which provides that a specified record or meeting, or portion thereof, is not subject to the access requirements of Florida Statutes Section 119.07(1).

Extensive public records request: If the nature or volume of public records requested to be inspected or copied is such as to require extensive use of information technology and/or clerical resources, or supervisory assistance, in addition to the actual cost of duplication, a special service charge may be assessed. This charge shall be reasonable and shall be based on the actual cost incurred for the labor cost of the information technology, clerical and supervisory personnel providing the service. [Florida Statutes, Section 119.07(4) (d)]

The term "extensive" means more than 15 (fifteen) minutes expended by personnel to complete all tasks defined. [Florida Administrative Code, Rule 1-2.0031]]

Inactive records: Records that have lost some of their value or have been superseded by new records but have not yet met all of their retention requirements. These records can be stored off-site until final disposition. They are sometimes referred to as "semi-active records."

Information technology resources: Information technology means equipment, hardware, software, firmware, programs, systems, networks, infrastructure, media, and related material used to automatically, electronically, and wirelessly collect, receive, access, transmit, display, store, record, retrieve, analyze, evaluate, process, classify, manipulate, manage, assimilate, control, communicate, exchange, convert, converge, interface, switch, or disseminate information of any kind or form. [Florida Statutes, Section 282.0041(11)]

Intermediate Files/Processing Files: Temporary electronic files used to create, correct, reorganize, update, or derive output from master data files. Intermediate files are precursors of public records, and are not, in themselves, public records which must be retained. Intermediate files only exist provided a final product is subsequently generated which perpetuates, communicates, or formalizes knowledge of some type. In the absence of such a final product, processing files constitute final evidence of the knowledge to be recorded and shall not be constructed as intermediate files.

Photographing documents: applies to the making of photographs in the conventional sense by use of a camera device to capture images of public records.

Photographing public records shall be done under the supervision of the custodian of public records, who may adopt and enforce reasonable rules governing the photographing of such records.

Photographing of public records shall be done in the room where the public records are kept. If, in the judgment of the custodian of public records, this is impossible or impracticable, photographing shall be done in another room or place, as nearly adjacent as possible to the room where the public records are kept, to be determined by the custodian of public records. Where provision of another room or place for photographing is required, the expense of providing the same shall be paid by the person desiring to photograph the public record pursuant to paragraph F.S. 119.07 (4) (e).

The custodian of public records may charge the person making the photographs for supervision services at a rate of compensation to be agreed upon by the person desiring to make the photographs and the custodian of public records. If they fail to agree as to the appropriate charge, the charge shall be determined by the custodian of public records.

Public records: all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency, except the records which are exempt under Chapter 119 of the Florida Statutes. If the purpose of a document is to perpetuate, communicate or formalize knowledge, then it is a public record.

Record (Master) copy: Public records specifically designated by the custodian as the official record. (Rule 1B-24.001(3) (j), F.A.C.)

Records inventory: The systematic categorization of records in an agency conducted to develop or identify appropriate retention schedules for the agency's records.

Redact: to conceal from a copy of an original public record, or to conceal from an electronic image that is available for public viewing, that portion of the record containing exempt or confidential information.

Reasonable time: for the purpose of this policy, "reasonable time" to provide access to public records is during normal working hours Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding holidays. The City will endeavor to acknowledge all public records requests promptly and respond to such requests

in good faith. A good faith response includes making reasonable efforts to determine from other officers or employees within the City whether such a record exists and to respond fully to all public records requests as quickly as possible.

Records Coordinator: An employee of the City designated as responsible for the coordination of public records activities for his/her respective department.

Records Management Liaison Officer (RMLO): The RMLO is designated by the Secretary of State and serves as the department's contact for records management. The City Clerk is the RMLO. In addition, each department shall appoint a Records Coordinator who will be the RMLO's records contact for that department. Address all questions, issue or concerns relating to records to the RMLO.

Retention period: Retention is the minimum period of time for which a record or record series must be retained before final disposition, based upon the administrative, legal, fiscal, and historical values of the records series. Records may be kept longer than the specified time but never less than the scheduled period.

Special Service Charge: The hourly rate plus benefits of the employee(s) fulfilling the public records request.

Supporting documents: Public records assembled or created to be used in the preparation of other records that are needed to trace or explain actions, steps, and decisions covered in the final copy.

Vital records: Records that are essential to the operations of an agency and/or to protecting the rights of individuals and that are needed in order to resume the critical business of the agency after a disaster or emergency, regardless of whether they have a permanent, long-term or short-term retention. Vital records should be identified during the records inventory process and as part of a disaster preparedness program.



CITY OF ST. PETE BEACH
155 COREY AVENUE
ST. PETE BEACH, FL 33706-1839
(727) 363-9201
www.stpetebeach.org

PUBLIC RECORDS REQUEST

Name: _____

Address: _____

Phone: _____ Email: _____

Information Requested: _____

Received by: _____

Date of Request: _____ Date Completed: _____

Florida Public Records Law, Florida Statutes, Chapter 119: defines a public record as, "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency." If the purpose of a record is to perpetuate, communicate or formalize knowledge, then it is a public record.

Public Records Fees: Please contact the City Clerk's Office for related costs.

How to request a public record: Contact the City Clerk's Office via telephone, email, fax, mail or in person. Requests are not required to be in writing and the person making the request is not required to identify him/herself. This form is provided for your convenience and for accuracy in providing the exact information you request.

Retention Label

Department: _____

Documents(s): _____

Date Range: _____

Destruction Date: _____

FL Statute: _____

Retention Label

Department: _____

Documents(s): _____

Date Range: _____

Destruction Date: _____

FL Statute: _____

VEHICLE CARD

PUBLIC RECORDS REQUEST HOW TO HANDLE

Florida Statutes, Chapter 119, allows any person to approach any municipal employee and submit a public records request.

If you are approached with a public records request, do the following:

1. **Accept the request.** If provided verbally, write as much information as possible to provide a clear, concise format of the request.
2. **Tell the requestor** that you will process the request in accordance with Florida law.
3. **Immediately forward** the request to the City Clerk's Office or to your direct supervisor.
4. **NOTE:** The requestor is not required to identify himself/herself, put the request in writing, explain why it is needed, or explain what s/he intends to do with it. If no ID is provided, ask how the requestor would like to receive the information.

REFERENCE LINKS

Florida Department of State, Division of Library and Information Services:
<http://dos.myflorida.com/library-archives/>

- General Records Schedule GS1-SL
<http://dos.myflorida.com/media/698312/g1-sl-2017-final.pdf>
- General Records Schedule GS3, Elections
<http://dos.myflorida.com/media/693583/g3.pdf>
- General Records Schedule G1-SL, Building Department
<http://dos.myflorida.com/media/693583/g1-sl.pdf>
- General Records Schedule GS8, Fire Department
<http://dos.myflorida.com/media/693590/g8.pdf>
- General Records Schedule GS15, Library
<http://dos.myflorida.com/media/693595/g15.pdf>

Florida Department of State, Florida Statutes, Public Records, Chapter 119:
<http://www.leg.state.fl.us/statutes/>

Florida Department of State, Florida Administrative Code & Florida Administrative Register, Public Records Scheduling and Disposition:
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=1B-24>

Florida Department of State, Florida Administrative Code & Florida Administrative Register, Records Management-Standards and Requirements
<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=1B-26>