



# Broward County

## Legislation Text

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File #: 23-825, Version: 1

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### **Broward County Commission Regular Meeting**

**Director's Name:** George Tablack

**Department:** Finance and Administrative Services    **Division:** Records, Taxes, and Treasury

### **Information**

#### **Requested Action**

A. MOTION TO APPROVE minutes of the 10 a.m. Broward County Board of County Commissioners meetings of November 29, December 6, and December 13, 2022; and January 24, February 7, February 21, and March 14, 2023.

***ACTION: (T-10:54 AM) Approved.***

***VOTE: 9-0.***

B. MOTION TO APPROVE FOR FILING supplemental papers pertaining to the plats and other items that were approved in prior years.

***ACTION: (T-10:54 AM) Approved.***

***VOTE: 9-0.***

C. MOTION TO APPROVE destruction of Board of County Commission minutes and supporting documents, which have been imaged and have met retention requirements consistent with the General Records Schedule GS1-SL, established by the Division of Library and Information Services of the State of Florida for local government agencies.

***ACTION: (T-10:54 AM) Approved.***

***VOTE: 9-0.***

D. MOTION TO FILE quarterly report, January 2023 through March 2023, of all Ordinances and Resolutions filed by cities and outside agencies.

***ACTION: (T-10:54 AM) Approved.***

***VOTE: 9-0.***

#### **Why Action is Necessary**

Motion A: Section 18.5 of the Administrative Code provides for the Board to approve minutes of previous County Commission meetings.

Motion B: The Board of County Commissioners approved the following items subject to certain conditions. These conditions have now been met, and the papers need to be filed, imaged and archived into the Public Records.

Motion C: Section 28.31, Florida Statutes provides that the Board of County Commissioners must be noticed and approve the destruction of Commission records.

Motion D: Section 18.5 of the Administrative Code requires the Records, Taxes, and Treasury Division to provide the Board with a quarterly report of items submitted to the County for filing.

### **What Action Accomplishes**

Motions A and D: Meet Administrative Code requirement.

Motion B: Maintains a clear audit path back to the original documents.

Motion C: Paper documents are ready for destruction since the image has become the official record, and paper has met its retention schedule in accordance with Florida's records management program authorized by Section 257.36, Florida Statutes.

### **Is this Action Goal Related**

No

### **Previous Action Taken**

None

### **Summary Explanation/Background**

THE FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT AND THE RECORDS, TAXES, AND TREASURY DIVISION RECOMMEND APPROVAL OF THE ABOVE MOTIONS.

A. This item seeks Board approval of the minutes for the regular meetings (and budget hearings if applicable) of November 29, 2022 through March 14, 2023. Due to the voluminous nature, minutes are not attached to the item, but are available for viewing at [https://library.municode.com/fl/broward\\_county/munidocs/munidocs](https://library.municode.com/fl/broward_county/munidocs/munidocs). After the Board approves the minutes, they will be imaged and archived.

B. The procedure of listing the documents on an agenda item with the original commission approval date establishes a necessary audit trail for research and archival purposes (Exhibit 1). All paper documents referenced have been digitally imaged for permanent retention. Images are stored on a server, which is backed up onto DVDs that are then transported offsite for storage. Supplemental papers, due to bulk, are not attached, imaged or reprinted here; however, they can be viewed in Room 336U of the Records, Taxes, and Treasury Division.

C. Once approved, paper documents that have all been imaged and have met State retention requirements can be destroyed.

D. The Quarterly Report is attached as Exhibit 2. Once approved, the filings can be imaged and archived. Filings can be viewed in Room 336U of the Records, Taxes, and Treasury Division.

**Source of Additional Information**

Thomas Kennedy, Director | Records, Taxes, and Treasury Division, (954) 357-5777

**Fiscal Impact**

**Fiscal Impact/Cost Summary**

There is no fiscal impact.