



**ANGELA VICK,  
CLERK OF THE CIRCUIT COURT  
AND COMPTROLLER  
CITRUS COUNTY, FLORIDA**

**RECORDS DISPOSITION DOCUMENT**

RECORDS DISPOSITION NO. 1677

PAGE 1 OF 4 PAGE(S)

PREPARED BY: Sherry Wolford

1. ADDRESS: 110 N. Apopka Avenue, Inverness, Florida 34450

2. CONTACT : Lindsay Tozer, RMLO

352-341-7044

**3. SUBMITTED BY:**

I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.

Various via e-mail per SP 4-21-2020  
Verifying Clerk's Signature Date

Shari Phillips  
Department Manager's Signature

**4. NOTICE OF INTENTION**

The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one):

a. Destruction  b. Microfilming and Destruction

c. Other Scan and Destruction

Verified by \_\_\_\_\_ Date \_\_\_\_\_

Verified by \_\_\_\_\_ Date \_\_\_\_\_

**5. LIST OF RECORD SERIES – PAGE 1**

a. Schedule Item	b. Item No.	c. Title	d. Retention	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date Completed After Authorization
<b>DEPARTMENT: <u>Financial Services</u></b>						
GS1-SL	183	PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS (See attached index for details)	5 FY	10/1/07 thru 9/30/13		On Site Shredding
GS1-SL	195	PAYROLL RECORDS: SUPPORTING DOCUMENTS (See attached index for details)	5 FY	10/1/09 thru 9/30/14		On Site Shredding
GS1-SL	85	BANK/ FINANCIAL ACCOUNTS STATEMENTS (See attached index for details)	5 FY	10/1/13 thru 9/30/14		On Site Shredding
GS1-SL	8	AUDITS: AUDITOR GENERAL (See attached index for details)	10 FY	10/1/08 thru 9/30/09		On Site Shredding
GS1-SL	129	PAYROLL RECORDS: DEDUCTION AUTHORATIONS (See attached index for details)	5 FY	10/1/10 thru 9/30/13		On Site Shredding
<b>CONTINUED ON PAGE 2</b>					<b>Total Cubic Feet = 28</b>	

**6. DISPOSAL AUTHORIZATION**

Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Angela Vick  
Angela Vick, Clerk of the Circuit Court and Comptroller

Lindsay Tozer  
Lindsay Tozer, RMLO

BOCC Chairman

**7. DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

Witness Name \_\_\_\_\_

NOTE: This document has permanent retention, and is retained by the Clerk of the Court, Custodian of the Public Record.

## 5. LIST OF RECORD SERIES – PAGE 2

a. Schedule Item	b. Item No.	c. Title	d. Retention	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date Completed After Authorization
<b>DEPARTMENT: <u>Financial Services</u></b> <b>DIVISION: <u>Clerk Accounting</u></b>						
GS1-SL	40	<b>INVENTORY: AGENCY PROPERTY</b> (See attached index for details)	3 FY	10/1/15 thru 9/30/16		
GS1-SL	35	<b>PAYROLL RECORDS: POSTED</b> (See attached index for details)	5 FY	10/1/12 thru 9/30/13		
GS1-SL	157	<b>FEDERAL INCOME/ EMPLOYMENT TAX FORMS/ REPORTS</b> (See attached index for details)	4 Years after tax due date	1/1/14 thru 12/31/14		
GS1-SL	365	<b>RECEIPT/REVENUE RECORDS: DETAIL</b> (See attached index for details)	5 FY	10/1/10 thru 9/30/14		
GS1-SL	366	<b>RECEIPT/REVENUE RECORDS: SUMMARY</b> (See attached index for details)	10 FY	10/1/08 thru 9/30/09		
GS1-SL	340	<b>DISBURSEMENT RECORDS: DETAIL</b> (See attached index for details)	5 FY	10/1/09 thru 9/30/13		
GS1-SL	278	<b>INVESTMENT RECORDS</b> (See attached index for details)	10 FY	10/1/03 thru 9/30/09		
GS1-SL	358	<b>PENSION RECORDS: PLAN/FUND</b> (See attached index for details)	5 FY	10/1/04 thru 9/30/13		
GS1-SL	309	<b>UNCLAIMED PROPERTY RECORDS</b> (See attached index for details)	5 AY	10/1/13 thru 9/30/14		
GS1-SL	422	<b>GRANT FILES</b> (Old GS Code: 348 Grant Files: Recipient) (See attached index for details)	5 FY	10/1/13 thru 9/30/14		

**DISPOSITION #1677**

**Finance Dept. - BOCC Trakman Documents**

Box #	Contents:	Inclusive Dates:	GS Code & Name	Retention	Destruction Due Date
Box 1	FY11-14 Deposit Receipt Backups 24977-43217	10/1/10 - 9/30/14	GS1-SL-365 Receipt/Revenue Records: Detail	5 FY	D=4/2020
Box 103	Term Employee File Payroll Records C/L & VFF	10/1/09 - 9/30/14	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
Box 107	FY13 Accounts Pay. Change Orders 10/12-9/13 (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
Box 124	FY10-13 BOCC Payroll Checks, Void, Reissues (Hold 6 FY per Dept.)	10/1/09 - 9/30/13	GS1-SL-340 Disbursement Record: Detail	5 FY	D=4/2020
	FY11-13 BOCC Sick Bank Donations	10/1/10 - 9/30/13	GS1-SL-129 Payroll Records: Deduction Authorizations	5 FY	D=4/2019
	Terminated Casual Labor Files (Hold 6 FY per Dept.)	10/1/10 - 9/30/13	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
Box 130	FY 06-13 BOCC MassMutual- Hartford Investment Report (Hold 6 FY per Dept.)	10/1/05 - 9/30/13	GS1-SL-358 Pension Records: Plan/Fund	5 FY	D=4/2020
	FY 07-13 BOCC Teamsters Union (Hold 6 FY per Dept.)	10/1/07 - 9/30/13	GS1-SL-183 Payroll Records: Ledgers/Trial Balance Reports	5 FY	D=4/2020
	FY 12-13 BOCC American Family Pay Made (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-183 Payroll Records: Ledgers/Trial Balance Reports	5 FY	D=4/2020
	FY 12/13 BOCC SOE American Family Payments (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-183 Payroll Records: Ledgers/Trial Balance Reports	5 FY	D=4/2020
	FY 12/13 BOCC Nationwide Inv. Reports-Confirm (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-358 Pension Records: Plan/Fund	5 FY	D=4/2020
	FY 12/13 BOCC Payroll Activity Reports (Maint.) (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-35 Payroll Records: Posted	5 FY	D=4/2020
	FY 12/13 Prop Appr. Maint. Backup (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
Box 135	ICMA Investment Reports-Confirmation Statements	10/1/13 - 9/30/14	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
	Nationwide Investment Reports-Confirmation Statements	10/1/13 - 9/30/14	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
	Accounts Receivable Reconciliations 2008-2009	10/1/08 - 9/30/09	GS1-SL-366 Receipt/Revenue Records: Summary	10 FY	D=4/2020
	Customer Deposits-Utility-Accts Rec. Recon.	10/1/09 - 9/30/09	GS1-SL-366 Receipt/Revenue Records: Summary	10 FY	D=4/2020
	Connection Lien Agreement Reconciliations	10/1/08 - 9/30/09	GS1-SL-366 Receipt/Revenue Records: Summary	10 FY	D=4/2020
	Accounts Receivable-Utility-Reconciliation 2006-2009	10/1/05 - 9/30/09	GS1-SL-366 Receipt/Revenue Records: Summary	10 FY	D=4/2020
	Special Assessment Reconciliation	10/1/08 - 9/30/09	GS1-SL-366 Receipt/Revenue Records: Summary	10 FY	D=4/2020
Box 136	FY14 Statements & Misc. Correspondence	10/1/13 - 9/30/14	GS1-SL-309 Unclaimed Property Records	5 AY	D=4/2020
Box 14	FY 13/14 Supervisor of Elections Early Vote W-4S	01/02/14 - 12/31/14	GS1-SL-157 Federal Income/Employment Tax Forms/Reports	4 years after tax due date	D=4/2020
Box 148	BOCC Interest Distribution Backup FY 2009	10/1/08 - 9/30/09	GS1-SL-278 Investment Records	10 FY	D=4/2020
	BOCC Investment Reports and Backup FY 2009	10/1/08 - 9/30/09	GS1-SL-278 Investment Records	10 FY	D=4/2020
Box 152	FY09 Audit Information	10/1/08 - 9/30/09	GS1-SL-8 Audits: Auditor General	10 FY	D=4/2020
Box 25	Investment Monthly Statements	10/1/13 - 9/30/14	GS1-SL-85 Bank/Financial Account Statements	5 FY	D=4/2020
Box 28	FY 2014 Title IV-D Award Letter	10/1/13 - 9/30/14	GS1-SL-422 Grant Files (Old Code 348 Grant Files: Recipient)	5 FY	D=4/2020
Box 36	FY 13 BOCC Payroll Timecards 12/8/12-2/1/13	12/1/12 - 2/28/14	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
Box 38	FY13 BOCC Payroll Timecards 8/17/13-9/13/13 (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
Box 42	FY13 Accounts Payable Misc. Correspondence (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
	FY13 Advanced Travel Reconciliations (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
	FY13 AP Past Due Statements (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
	FY13 Budget Transfers (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
	FY13 Courier Sheets-Deposits & Accounts Payable (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
	FY13 EOY PO Roll (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
	FY13 Housing Rent Roll & Severn Trent Refunds (Hold 6 FY per Dept.)	10/1/12 - 9/30/13	GS1-SL-340 Disbursement Records: Detail	5 FY	D=4/2020
Box 49	FY16 BOCC Asset Deletions	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
Box 50	FY16 BOCC Asset Location Changes	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
	FY 16 BOCC Asset Transfers	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
	FY 16 BOCC Parts/Supply/Chemical EOY Audit	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
	FY 16 BOCC Physical Asset Inventory Worksheets	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
	FY 16 BOCC Retired Asset Custodian Asset Activity	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
Box 6	FY16 BOCC Asset Deletions	10/1/15 - 9/30/16	GS1-SL-40 Inventory: Agency Property	3 FY	D=4/2020
Box 61	Investment Reports 2004-2009	10/1/08 - 9/30/09	GS1-SL-278 Investment Records	10 FY	D=4/2020

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Box 63	FY14 BOCC Bank Statement Reconciliations	10/1/13 - 3/31/14	GS1-SL-85 Bank/Financial Account Statements	5 FY	D=4/2020
Box 7	FY 13/14 Functional Expense Report-Elder Affairs	10/1/13 - 9/30/14	GS1-SL-422 Grant Files (Old Code 348 Grant Files: Recipient)	5 FY	D=4/2020
Box 75	FY13 BOCC Term Employee file Payroll Records (Hold 6 years per Dept.)	10/1/12 - 9/30/13	GS1-SL-195 Payroll Records: Supporting Documents	5 FY	D=4/2020
Box 80	FY14 BOCC Cash Drawer & Petty Cash Backup	10/1/13 - 9/30/14	GS1-SL-365 Receipt/Revenue Records: Detail	5 FY	D=4/2020
Box 89	Nationwide 457 Deferred Comp Investment (Hold 6 years per Dept.)	10/1/04 - 9/30/13	GS1-SL-358 Pension Records: Plan/Fund	5 FY	D=4/2020
Box 90	FY14 Closed Grant Files	10/1/13 - 9/30/14	GS1-SL-422 Grant Files (Old Code 348 Grant Files: Recipient)	5 FY	D=4/2020
Box 92	ICMA Financial Reports 2004-2012 (Hold 6 years per Dept.)	1/2/04 - 9/30/13	GS1-SL-358 Pension Records: Plan/Fund	5 FY	D=4/2020
Box 93	FY14 BOCC Bank Statement Reconciliations	10/1/13 - 9/30/14	GS1-SL-85 Bank/Financial Account Statements	5 FY	D=4/2020
	FY14 BOCC Bank Statements	10/1/13 - 9/30/14	GS1-SL-85 Bank/Financial Account Statements	5 FY	D=4/2020