

RECORDS DISPOSITION DOCUMENT

ADDRESS:

110 N Apopka Avenue, Inverness, Florida 34450

CONTACT:

Nancy J. Cologna, CRM, Records Manager & RMLO

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.

NOTICE OF INTENTION

The scheduled records listed in this disposition form have been verified and will be disposed of in the manner checked below.

- Destruction
- Microfilm and Destruction in accordance with Chapter 1B-26, F.A.C.
- Document Scanning and Destruction in accordance with Chapter 1B-24.003, F.A.C.
- Other

BOCC Dept. Director or Designee Signature Date

[Signature] 12/25/20
Name and Title

Department
FIRE RESCUE

[Signature]
RMLO Signature 12-18-2020
Nancy J. Cologna, CRM, Records Manager & RMLO

DISPOSAL AUTHORIZATION

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

DISPOSAL AUTHORIZATION

All records listed have been disposed of by a NAID AAA certified secure shredding service in compliance with FAC 1B-24 on the date listed below.

Scott Carnahan, Chairman Date
Citrus County Board of County Commissioners

RMLO Signature Date
Nancy J. Cologna, CRM, Records Manager & RMLO
Name and Title

Witness Name
NOTE: This document has a "permanent retention" and is held by the Citrus County Board of County Commissioners.

Schedule Item	Item No	Record Series Title	Retention	Inclusive Dates		Vol in CF
1	17	Correspondence and Memoranda: Administrati	3 Fiscal Yr(s)	06/01/2013	04/28/2016	2.0
1	193	Inspection Records: Fire/Security/Safety	4 Calendar Yr(s)	08/01/2004	05/31/2007	2.0
1	193	Inspection Records: Fire/Security/Safety	4 Calendar Yr(s)	07/28/1981	04/05/2016	2.0
1	66	Personnel Records: OPS/Volunteer/Intern/Tem	3 Fiscal/Audit Yr(s)	01/01/2011	07/30/2016	2.0
1	66	Personnel Records: OPS/Volunteer/Intern/Tem	3 Fiscal/Audit Yr(s)	08/11/1986	10/01/2006	2.0
8	59	DRILL RECORDS: FIRE/SAFETY	3 Fiscal/Audit Yr(s)	01/01/2008	12/31/2010	2.0
8	59	DRILL RECORDS: FIRE/SAFETY	3 Fiscal/Audit Yr(s)	01/01/2011	03/31/2013	2.0
8	59	DRILL RECORDS: FIRE/SAFETY	3 Fiscal/Audit Yr(s)	03/17/2015	02/05/2016	2.0
7	91	Student Education Records: Category B	3 Calendar/Audit Yr(s)	02/01/2015	08/31/2015	2.0
					Total CF	18.0

CONTAINER	DIVISION	LOCATION	GS	DESCRIPTION	ELIGIBLE FOR DISPOSAL
C00015524	FIRE RESCUE	LGB RM 193	1_17	SMOKE ALARM INSTALL RECIPIENT LETTER	04/01/2020
C00015525	FIRE RESCUE	LGB RM 193	8_59	FIRE SAFETY HOUSE PERMISSION SLIPS BOX 1 OF 3	04/01/2020
C00015526	FIRE RESCUE	LGB RM 193	8_59	FIRE SAFETY HOUSE PERMISSION SLIPS BOX 2 OF 3	04/01/2019
C00015527	FIRE RESCUE	LGB RM 193	8_59	FIRE SAFETY HOUSE PERMISSION SLIPS BOX 3 OF 3	04/01/2015
C00015528	FIRE RESCUE	LGB RM 193	1_193	FIRE COMPANY INSPECTIONS AND FIRE MARSHAL INSPECTIONS	04/01/2020
C00015529	FIRE RESCUE	LGB RM 193	1_66	PAST VOLUNTEER FILES	04/01/2011
C00015531	FIRE RESCUE	LGB RM 193	7_91	FIRE STANDARDS CLASS PAPERWORK	04/01/2019
C00015533	FIRE RESCUE	LGB RM 193	1_193	FIRE COMPANY INSPECTIONS AND FIRE MARSHAL INSPECTIONS	05/31/2011
C00015534	FIRE RESCUE	LGB RM 193	1_66	PAST VOLUNTEER FILES	04/01/2020