

1. AGENCY TOWN OF BELLEAIR	2. DIVISION ADMINISTRATION/FINANCE	3. BUREAU RECORDS MANAGEMENT
--	--	--

4. ADDRESS (Street, City, and Zip Code) 901 PONCE DE LEON BLVD. BELLEAIR, FL 33756	5. CONTACT (Name and Telephone Number) DONNA CARLEN, TOWN CLERK (727) 588-3769 (EXT. 214)
---	--

6. 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. <hr/> Signature Date Name and Title: Donna Carlen, Town Clerk	7. NOTICE OF INTENTION The scheduled records listed in Item 8 are to be disposed of in the manner checked below (specify only one): <input checked="" type="checkbox"/> a. Destruction <input type="checkbox"/> b. Microfilming and Destruction <input type="checkbox"/> c. Other _____
--	--

8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Retention	e. Inclusive Date	f. Volume In Cubic Feet	g. <u>Disposition Action and Date Completed After Authorization</u>
GS1-SL	4	Minutes: Official Meeting (prelim/Audio Recordings)	2 Yrs. AY of Approval	2009-2011	↓	March, 2014
GS1-SL	17	Correspondence and Memoranda: Administration	FY 3 Years	2009-2010	↓	↓
GS1-SL	85	Bank Statements	FY 5 Years	2006-2008	↓	↓
113-GS 14		Utility Customer Records	FY 3 Years	2009-2010	↓	↓
GS1-SL	340	Disbursement Rec. Detail	FY 5 Years	2006-2007	↓	↓
GS1-SL	340	Disbursement Rec. Check Stubs	FY 5 Years	2006-2007	↓	↓
GS1-SL	221	Business Tax Receipt records: Business licenses	CY 1 Year	2011-2012	↓	↓
GS1-SL	24	Employment Application and Selection Records	AY 4 Years	1/2008	↓	↓

Revised 01/2003		RECORDS DISPOSITION DOCUMENT		NO. <u>115</u> PAGE <u>2</u> OF <u>2</u> PAGES	
1. AGENCY TOWN OF BELLEAIR		2. DIVISION ADMINISTRATION/FINANCE		3. BUREAU RECORDS MANAGEMENT	
4. ADDRESS (Street, City, and Zip Code) 901 PONCE DE LEON BLVD. BELLEAIR, FL 33756			5. CONTACT (Name and Telephone Number) DONNA CARLEN, TOWN CLERK (727) 588-3769 (EXT. 214)		

GS1-SL	3	Administrative Support Records: Copies – Old forms, (OSA)	OSA			
GS1-SL	365	Receipt Revenue Records Detail	FY 5 years	2006-2008		
GS1-SL	359	Pension Records: Reports duplicate/Copies	OSA	2005-2010		
GS1-SL	341	Project Files	FY 10 Years	1999-2000		
GS3	10; 108; 127	Election Ballots; Provisionals; ballot envelopes; blank ballots	CE – 22 months	2007-2010		
GS1-SL	332	Architectural Building Plans- Abandoned/Withdrawn OSA	6 Mo. After last action	2005-2007		
GS1-SL	3	Administrative Support Records: Commission Packets – Copies/OSA/	OSA	2005-2006		
					Total Cubic Ft.: 61.5	

9. DISPOSAL AUTHORIZATION Disposal for the above listed records is authorized. Any deletions or modifications are indicated.		10. DISPOSAL CERTIFICATE The above listed records have been disposed of in the manner and on the date shown in column g.	
Suzy Metcalf, Deputy Clerk		Signature _____ Date _____	
Records Custodian or Designee _____ Date _____		Donna Carlen, Town Clerk Name and Title	
		WITNESS _____	
NOTE: Upon disposition retain this form for your records.			

ADMINISTRATION/FINANCE - DOCUMENTS TO BE DESTROYED: MARCH 2014

NO. OF BOXES	YEAR	ITEM NO.	MAJOR DESCRIPTION	RETENTION	DESTROY DATE
1	2009-2011	4	Minutes: Official meeting (Prelim/Audio Recordings Correspondence and Memoranda: Administration	2 Yrs. AY Of Approval	3/25/2014
3	2009-2010	17	Bank Statements:	FY 3 YEARS	3/25/2014
1	2006-2007;	85	Utility Customer Records	FY 5 YEARS	3/25/2014
4	2009-2010	113-GS 14	Disbursement Rec. Detail	FY 3 YEARS	3/25/2014
9	2006-2007	340	Disb. Rec. Ck stubs	FY 5 YEARS	3/25/2014
1	2006-2007	340	Business Tax Receipt records; occupational licenses	FY 5 YEARS	3/25/2014
1	2011-2012	221	Employment Application and Selection Records	CY 1 YEAR	3/25/2014
1	1/12/2008	24	Duplicates: - Copies -old forms Retain until obsolete, superseded, or admin. value is lost OSA	AY 4 YEARS	3/25/2014
1	2006-2008	365	Receipt Rev. Rec.	OSA	3/25/2014
1	2005-2007	85	Bank Statements:	FY 5 YEARS	3/25/2014
1	2005-2010	359	PENSION RECORDS: Reports	OSA-COPIES	3/25/2014
2	2008	365	Receipt Rev. Rec.	FY 5 YEARS	3/25/2014

1	1999-2000	341	Project Files	FY 10 YEARS	3/25/2014	
8	2007-2011	10,108,127	Election /ballots; provisional; OSA Building Plans - Abandoned/Withdrawn OSA (Biltmore Hotel)	22 Months	3/25/2014	
4	2005-2007	332		6 months/OSA	3/25/2014	
1	2005-2006	3	Commission Packets - Copies/OSA	OSA	3/25/2014	
41						