



RESOLUTION NO. 2025-002

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF HIGHLAND BEACH, FLORIDA, PROVIDING FOR THE PERMANENT RETENTION OF ALL PUBLIC RECORDS RELATING TO BUILDING PERMIT AND LAND DEVELOPMENT APPLICATIONS AND APPROVALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, as a municipal corporation organized and existing under the laws of the State of Florida, the Town of Highland Beach is subject to Chapter 119, Florida Statutes, known as Florida's "Public Records Law;" and

WHEREAS, Section 119.021(2)(a), Florida Statutes, requires the State Division of Library and Information Services ("Division") of the Florida Department of State to adopt rules establishing retention schedules and a disposal process for public records; and

WHEREAS, Division has established General Records Schedule GS1-SL for state and local government agencies; and

WHEREAS, while Section 257.36(6), Florida Statutes, provides that a public record may be destroyed or otherwise disposed of only in accordance with the retention schedules established by the Division, the Town may retain records longer than otherwise required by the retention schedule; and

WHEREAS, technological advances in the electronic storage of records have made the retention of public records more convenient and less expensive; and

WHEREAS, notwithstanding the retention schedule established by the Division, the Town Commission wishes to provide for the permanent retention of all public records related to building permit and land development applications and approvals and determines that the adoption of this Resolution is in the best interests of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED, by the Town Commission of the Town of Highland Beach, Florida, that:

SECTION 1. The foregoing recitals are ratified as true and correct and are hereby incorporated herein.

SECTION 2. The Town Commission hereby determines that notwithstanding the retention schedule for municipal public records established by the Division of Library and Information Services of the Department of State as set forth in schedule GS1-SL, the Town shall

require the permanent retention of all public records relating to building permit and land development applications, including, but not limited to records relating to: architectural/building plans; building permits; certificates of occupancy and completion; comprehensive planning; final orders and supporting materials relating to the approval and denial of development orders entered by the Town Commission, the Planning Board, and the Board of Adjustment and Appeals; land development and planning project files for approved and denied/abandoned projects; subdivisions; and zoning variances.

SECTION 3. All resolutions or parts of resolutions in conflict with any of the provisions of this Resolution are hereby repealed to the extent of such conflict.

SECTION 4. The Resolution shall take effect immediately upon adoption.

DONE AND ADOPTED by the Town Commission of the Town of Highland Beach, Florida, this 21st day of January, 2025.

Natasha Moore, Mayor

ATTEST:

**REVIEWED FOR LEGAL
SUFFICIENCY:**

Lanelda Gaskins, MMC
Town Clerk

Leonard G. Rubin, Town Attorney

VOTES:

Mayor Natasha Moore
Vice Mayor David Stern
Commissioner Evalyn David
Commissioner Donald Peters
Commissioner Judith Goldberg

YES	NO
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____