

# **EXECUTIVE BRIEF REGULAR MEETING**

**AGENDA DATE:** December 7, 2021

**DEPARTMENT:** City Clerk

**TITLE:**

Retention of Audio Recordings

**SUMMARY:**

The City Clerk's office is requesting that audio recordings having met the two anniversary years' retention be disposed of.

**BACKGROUND AND JUSTIFICATION:**

The retention of documents is determined by Florida Department of State's Division of Library and Information Services. The retention periods in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. According to the General Records Schedule GS1-SL for State and Local Government Agencies (GS1-SL), the retention for Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings) is 2 anniversary years after adoption of the official minutes.

At the February 3, 2009 City Commission Meeting, the Commission voted to change the retention from two years to permanent and have Pam Lopez, the City Clerk, bring a purchase request for equipment to convert the tapes to CD at a future meeting. City Clerk Lopez sent a form to the State requesting a change in retention period on March 2, 2009. The State denied the request on March 9, 2009 and no equipment was ever purchased to convert the tapes.

The City Clerk's office is in the process of reviewing decades of documents and disposing of those that have met retention. We are requesting that audio recordings, whether microfiche, cassette tape or CD, that have met the two anniversary years retention be properly disposed of. The actual minutes are kept permanently; there is no requirement to have audio or video recordings of minutes.

**MOTION:**

Move to approve/disapprove the disposal of all formats of audio recordings that have met the 2 anniversary years of retention.

**ATTACHMENT(S):**

Fiscal Impact Analysis – N/A  
GS1-SL for audio recordings  
Denial from State