

THREE RIVERS

COMMUNITY DEVELOPMENT DISTRICT

April 20, 2023

BOARD OF SUPERVISORS

REGULAR

MEETING AGENDA

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Three Rivers Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 13, 2023

ATTENDEES:
**Please identify yourself each time
you speak to facilitate accurate
transcription of meeting minutes.**

Board of Supervisors
Three Rivers Community Development District

Dear Board Members:

The Board of Supervisors of the Three Rivers Community Development District will hold a Regular Meeting on April 20, 2023 at 3:00 p.m., at the Lookout Amenity Center, 76183 Tributary Drive, Yulee, Florida 32097. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consent Agenda
 - A. Consideration/Ratification of Requisition(s): Construction Account (*support documentation available upon request*)
 - I. Number 140: The Tree Amigos Outdoor Services, Inc. [\$149,034.00]
 - II. Number 141: Dominion Engineering Group, Inc. [\$34,476.02]
 - III. Number 142: Avid Trails, LLC [\$4,600.00]
 - IV. Number 143: Avid Trails, LLC [\$8,000.00]
 - V. Number 144: Dominion Engineering Group, Inc. [\$18,491.00]
 - VI. Number 145: Vallencourt Construction Co., Inc. [\$322,296.63]
 - B. Consideration/Ratification of Requisition(s): South Assessment Area (*support documentation available upon request*)
 - I. Number 182: Rinker Materials [\$229,082.48]
 - II. Number 183: England-Thims & Miller, Inc. [\$25,111.53]
 - III. Number 184 Vallencourt Construction Co., Inc. [\$566,110.69]
 - IV. Number 185 Vallencourt Construction Co., Inc. [\$39,831.62]
 - V. Number 186 Vallencourt Construction Co., Inc. [\$63,822.45]
 - VI. Number 187: Auld & White Constructors, LLC [\$36,835.21]

- VII. Number 188: England-Thims & Miller, Inc. [\$2,798.12]
- VIII. Number 189: Ferguson Enterprises, LLC [\$171,475.80]
- IX. Number 190: Invision Construction, Inc. [\$2,000.00]
- X. Number 191: Gold Coast Land Management, LLC [\$66,201.00]
- XI. Number 192: Kutak Rock, LLP [\$1,120.00]
- XII. Number 193: Vallencourt Construction Co., Inc. [\$650,402.92]
- XIII. Number 194: Vallencourt Construction Co., Inc. [\$699,512.46]
- XIV. Number 195: England-Thims & Miller, Inc. [\$14,910.06]
- XV. Number 196: Gold Coast Land Management, LLC [\$48,400.00]
- XVI. Number 197: SES Environmental Resource SOL [\$1,867.30]
- XVII. Number 198: Avid Trails, LLC [\$9,450.00]
- XVIII. Number 199: Ferguson Enterprises, LLC [\$183,223.46]
- XIX. Number 200: SES Environmental Resource SOL [\$4,215.16]
- XX. Number 201: Vallencourt Construction Co., Inc. [\$1,077,295.27]
- XXI. Number 202: Vallencourt Construction Co., Inc. [\$657,023.82]
- XXII. Number 203: England-Thims & Miller, Inc. [\$17,600.31]

C. Ratification Items

- I. ECS Florida, LLC, Second Amendment to Agreement for Geotechnical Engineering Services
- II. Rinker Materials Purchase Order - P.O.: TRCDD 006
- III. Sitex Aquatics, LLC Agreement for the Provision of Aquatic Maintenance Services
- IV. SES Environmental Resource Solutions SOL Proposal No. PO240008 for Tributary DRI Water Quality Sampling 2023 (Quarters 2-4)
- V. England-Thims & Miller, Inc., Work Authorization No. 7, Amendment No. 1 Master Site Planning

- 4. Consideration of Dominion Engineering Group, Inc., 2023 Rate Increase
- 5. Consideration of Resolution 2023-03, Providing for the Appointment of a Records Management Liaison Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a Records Retention Policy; Determining the Electronic Record to be the *Official Record*; and Providing for Severability and an Effective Date

- 6. Update: Bond Financing
- 7. Acceptance of Unaudited Financial Statements as of February 28, 2023
- 8. Approval of February 16, 2023 Regular Meeting Minutes
- 9. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineers: *Dominion Engineering Group, Inc. and ETM*
 - C. Property Manager: *Castle Group*
 - D. Lifestyle Director: *Castle Group*
 - E. District Manager: *Wrathell, Hunt and Associates, LLC*
- I. **528** Registered Voters in District as of April 15, 2023
- II. NEXT MEETING DATE: May 18, 2023 at 3:00 PM

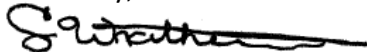
o QUORUM CHECK

SEAT 1	BRAD ODOM	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	LIAM O'REILLY	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	GREGG KERN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	ROSE BOCK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	MIKE TAYLOR	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 10. Board Members' Comments/Requests
- 11. Public Comments
- 12. Adjournment

Should you have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Ernesto Torres at (904) 295-5714.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 782 134 6157

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

CONSENT
AGENDA

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3A1

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Second Supplemental Trust Indenture dated as of February 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **140**
- (2) Name of Payee pursuant to Acquisition Agreement:
The Tree Amigos Outdoor Services, Inc.
- (3) Amount Payable: **\$149,034.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Invoice #19134 – Furnishing and Installing Irrigation/Landscaping, Unit 6 Tributary**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2021B Construction Account**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: **N/A**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.


**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

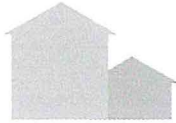
By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

DOMINION ENGINEERING GROUP, LLC,
CONSULTING ENGINEER


Title: president



The Tree Amigos Outdoor Services, Inc.
 5000-18 Highway 17
 #235
 Fleming Island FL 32003
 904-778-1030

Contract Invoice

Invoice#: 19134

Date: 03/03/2023

License:

Billed To: Three Rivers CDD
 2300 Glades Road
 Suite 410W
 Boca Raton FL 33431

Project: 3 Rivers Back Parks
 2300 Glades Road
 Boca Raton FL 33431

Due Date: 04/02/2023

Terms: 30DY

Order#

Description	Amount
Tributary Unit 6	
Magnolia Grandiflora-'Alta'	6,975.00
Pinus Elliottii	1,400.00
Quercus Virginia	8,835.00
Ilex Attenuata	3,185.00
Lagerstroemia Indica	6,510.00
Lagerstroemia Indica	910.00
Ilex Vomitoria	
Muhlenbergia Capillaris	
Drift Rose	
Mrs Schiller's Viburnum	
Parsoni Juniper	
St. Augustine Floratam	
Zoysia Japonica	
Mulch - yards	
Irrigation	108,569.00
Grade/Prep	1,500.00
Mobilization	1,500.00
Equipment	800.00
Delivery	1,650.00
Directional Bore	7,200.00

A service charge of 0.00 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your prompt payment!

Non-Taxable Amount:	149,034.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	149,034.00

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3A11

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Second Supplemental Trust Indenture dated as of February 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **141**
- (2) Name of Payee pursuant to Acquisition Agreement:
Dominion Engineering Group, Inc.
- (3) Amount Payable: **\$34,476.02**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **March 2023 – Invoice #2023-5886, 2023-5889, 2023-5924, 2023-5920, 2023-5919 & 2023-5922**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
Series 2021B Construction Account
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: **N/A**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

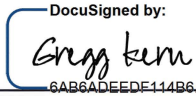
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By:  _____
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

DOMINION ENGINEERING GROUP, LLC,
CONSULTING ENGINEER

M. Michael # 04-05-23
Title: president

100% Operating w/

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4503

Date: March 1, 2023

Invoice Number 2023-5886

Services Provided 02/1/23 - 02/28/23

Mr. Liam O'Reilly, PE Chairman
Three Rivers CDD
c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Reference: Three Rivers CDD, Nassau County, Florida
DEG Project Number 2106.003

Task Order 1 CDD District Engineer

(hourly)

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
Administrative	\$50	2	\$100.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	0	\$0.00
Principal	\$180	3	\$540.00
TOTAL		5	\$640.00

1. Reviewed invoices against approved purchase orders
2. Issued invoice approvals and assigned to appropriate account
3. Signed payment requisitions & followed up on call from suppliers' invoices
4. Attended CDD meeting on February 16, 2023

Amount Due \$640.00

PM REVIEW: initials (wes)

Select Contract Term Regarding Invoicing: Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

*100% neighborhood
ISS*

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: March 1, 2023

Invoice Number 2023-5889

Services Provided 02/1/23 – 02/28/23

Mr. Liam O'Reilly, PE, Chairman
 Three Rivers CDD
c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Reference: Three Rivers CDD, Engineering During Construction
Phase 1A, Units 1, 2, 3, 4, and 6
Three Rivers DRI, Nassau County, FL
DEG Project Number 2106.005

Task 2 Construction Phase Services NTE \$40,000

(hourly)

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	1	\$75.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	5	\$625.00
Principal	\$180	2	\$360.00
TOTAL		8	\$1,060.00

Subtotal \$1,060.00

1. Reviewed Pay Applications for Unit 5
2. Coordination meetings on site w/owner and Vallencourt

Task 3 Site Visit (68 visits @ \$750/visit)

\$51,000.00

Activity	Billing Amount (per visit)	Total Visits this period	Total Due
Site Visit	\$750	2	\$1,500.00
TOTAL		2	\$1,500.00

Total Amount Due \$2,560.00

PM REVIEW: initials (wes)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100% Master Infrastructure ass

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: March 1, 2023

Invoice Number 2023-5924

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
 Three Rivers CDD
 c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Reference: Fire Station
Engineering and Permitting
Three Rivers DRI, Nassau County, FL
DEG Project Number 2106.006

Task 2 Final Construction Plans**\$21,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$21,500.00	10,000.00	\$31,500.00	80	\$25,200.00	\$20,425.00	\$4,775.00

Task 3 Landscape Design**\$6,000.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$6,000.00	\$3,000.00	\$9,000.00	67	\$6,030.00	\$6,000.00	\$30.00

Task 4 Permitting**\$7,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$7,500.00	\$3,000.00	\$10,500.00	40	\$4,200.00	\$4,125.00	\$75.00

Task 5 Construction Phase Services NTE**(hourly)**

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Amount Due \$4,880.00

PM REVIEW: initials (wes)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100% Neighborhood wss

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: March 1, 2023

Invoice Number 2023-5920

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
 c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Reference: Tributary Unit 16A & 16B
Engineering and Permitting
Nassau County, FL
DEG Project Number 2106.011

Task 1 Preliminary Engineering**\$16,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$16,500.00	0	\$16,500.00	100	\$16,500.00	\$16,500.00	\$0.00

Task 2 Final Site Planning & DRC Submittal**\$3,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$3,500.00	0	\$3,500.00	100	\$3,500.00	\$3,500.00	\$0.00

Task 3 SJRWMD Design & Permitting**\$26,240.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$26,240.00	0	\$26,240.00	100	\$26,240.00	\$23,616.00	\$2,624.00

Task 4 Final Engineering & Design**\$49,200.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$49,200.00	0	\$49,200.00	85	\$41,820.00	\$39,360.00	\$2,460.00

Task 5a Permitting- ERP**\$8,200.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$8,200.00	0	\$8,200.00	100	\$8,200.00	\$7,380.00	\$820.00

Task 5b Permitting- Nassau County**\$8,200.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$8,200.00	0	\$8,200.00	80	\$6,560.00	\$6,560.00	\$0.00

Task 5c Permitting JEA & FDEP**\$6,560.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$6,560.00	0	\$6,560.00	95	\$6,232.00	\$5,576.00	\$656.00

Task 6 Coordination of Secondary Utility**\$1,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$1,500.00	0	\$1,500.00	0	\$0.00	\$0.00	\$0.00

Task 7 Construction Phase Services NTE**\$12,000.00**

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$135	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Subtotal \$6,560.00**Other Direct Costs:**

Sonlight Courier	\$62.10
DPS Printing	<u>\$33.82</u>
Total	\$95.92

Total ODC \$95.92**Total Amount Due \$6,655.92**

PM REVIEW: initials (msb)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100% Neighborhood WBS

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: March 1, 2023

Invoice Number 2023-5919

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
 c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Reference: Tributary Unit 17
Engineering and Permitting
Nassau County, FL
DEG Project Number 2106.012

Task 1 Preliminary Engineering**\$10,670.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$10,670.00	0	\$10,670.00	100	\$10,670.00	\$10,670.00	\$0.00

Task 2 Final Site Planning & FDP Submittal**\$5,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$5,500.00	0	\$5,500.00	100	\$5,500.00	\$5,500.00	\$0.00

Task 3 SJRWMD Design & Permitting**\$15,520.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$15,520.00	0	\$15,520.00	100	\$15,520.00	\$14,744.00	\$776.00

Task 4 Final Engineering & Design**\$29,100.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$29,100.00	0	\$29,100.00	90	\$26,190.00	\$24,735.00	\$1,455.00

Task 5a Permitting-ERP**\$4,850.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$4,850.00	0	\$4,850.00	100	\$4,850.00	\$4,607.50	\$242.50

Task 5b Permitting- Nassau County**\$4,850.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$4,850.00	0	\$4,850.000	80	\$3,880.00	\$3,880.00	\$0.00

Task 5c Permitting JEA & FDEP**\$3,880.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$3,880.00	0	\$3,880.00	95	\$3,686.00	\$3,104.00	\$582.00

Task 6 Coordination of Secondary Utility**\$1,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$1,500.00	0	\$1,500.00	0	\$0.00	\$0.00	\$0.00

Task 7 Construction Phase Services NTE**\$12,500.00**

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$135	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Task ADD 001 CLOMR**\$17,135.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$17,135.00	0	\$17,135.00	50	\$8,567.50	\$8,567.500	\$0.000

Task ADD 002 LOMR**\$13,915.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$13,915.00	0	\$13,915.00	0	\$0.00	\$0.00	\$0.00

Total Amount Due \$3,550.50

PM REVIEW: initials (msb)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100% Master Infrastructure w/e

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: March 1, 2023

Invoice Number 2023-5922

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
 c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Reference: Tributary Western Loop Road
Engineering and Permitting
Nassau County, FL
DEG Project Number 2106.014

Task 1 Final Site Planning & FDP Submittal**\$10,000.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$10,000.00	0	\$10,000.00	100	\$10,000.00	\$8,000.00	\$2,000.00

Task 2 SJRWMD Design & Permitting**\$15,520.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$15,520.00	0	\$15,520.00	95	\$14,744.00	\$12,416.00	\$2,328.00

Task 3 Final Engineering & Design**\$55,000.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$55,000.00	0	\$55,000.00	85	\$46,750.00	\$41,250.00	\$5,500.00

Task 4a Permitting- ERP**\$6,000.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$6,000.00	0	\$6,000.00	95	\$5,700.00	\$4,500.00	\$1,200.00

Task 4b Permitting- Nassau County**\$5,000.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$5,000.00	0	\$5,000.00	50	\$2,500.00	\$2,000.00	\$500.00

Task 4c Permitting JEA & FDEP**\$5,000.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$5,000.00	0	\$5,000.00	60	\$3,000.00	\$2,000.00	\$1,000.00

Task 6 Coordination of Secondary Utility**\$1,500.00**

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$1,500.00	0	\$1,500.00	0	\$0.00	\$0.00	\$0.00

Task 7 Construction Phase Services NTE**\$18,500.00**

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$135	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Subtotal \$12,528.00**Other Direct Costs:**

FDP Review Fee \$3,661.60

Total ODC \$3,661.60**Total Amount Due \$16,189.60**

PM REVIEW: initials (msb)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3A111

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Second Supplemental Trust Indenture dated as of February 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **142**
- (2) Name of Payee pursuant to Acquisition Agreement:
Avid Trails, LLC.
- (3) Amount Payable: **\$4,600.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Avid Trail Design & Planning**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2021B Construction Account**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: **N/A**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

DocuSigned by:

Gregg Kern

6AB6ADEEDE114B6


By: _____

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

DOMINION ENGINEERING GROUP, LLC,
CONSULTING ENGINEER


Title: President

WES 3/24/23

Avid Trails LLC
P.O. Box 527
Lambertville, NJ 08530
avidtrails.com



INVOICE

BILL TO
Three Rivers CDD

INVOICE # Tributary-03.01
DATE 03/13/2023
DUE DATE 04/12/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Avid Trail Design & Planning Map Updates for Tributary Community Trails Master Planning	1	4,600.00	4,600.00
BALANCE DUE			\$4,600.00

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3AIV

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION**

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Second Supplemental Trust Indenture dated as of February 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **143**
- (2) Name of Payee pursuant to Acquisition Agreement:
Avid Trails, LLC.
- (3) Amount Payable: **\$8,000.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Avid Trail Design & Planning**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2021B Construction Account**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: **N/A**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**


By:  Responsible Officer

6AB6ADEEDF11488...

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

DOMINION ENGINEERING GROUP, LLC,
CONSULTING ENGINEER

 4-5-23
Title: President

Approved 3/15/23
WES

Avid Trails LLC
P.O. Box 527
Lambertville, NJ 08530
avidtrails.com



AVID TRAILS

INVOICE

BILL TO

Three Rivers CDD
Three Rivers CDD
2300 Glades Road, Suite
410W
Boca Raton, FL 33431

INVOICE # Tributary-10

DATE 03/13/2023

DUE DATE 04/12/2023

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Avid Trail Design & Planning Balance due invoice for Tributary Trail Design Development	1	3,200.00	3,200.00
Avid Trail Design & Planning CO for updating CAD Linework	1	4,800.00	4,800.00

BALANCE DUE **\$8,000.00**

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3AV

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Second Supplemental Trust Indenture dated as of February 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **144**
- (2) Name of Payee pursuant to Acquisition Agreement:
Dominion Engineering Group, Inc.
- (3) Amount Payable: **\$18,491.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **March 2023 – Invoice #2023-5957, 2023-5958, 2023-5966, 2023-5964 & 2023-5965**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **Series 2021B Construction Account**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: **N/A**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

DOMINION ENGINEERING GROUP, LLC,
CONSULTING ENGINEER



Title: PRESIDENT, DISTRICT ENGR.

100% Operating WES

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4503

Date: April 1, 2023

Invoice Number 2023-5957

Services Provided 03/1/23 - 03/31/23

Mr. Liam O'Reilly, PE Chairman
Three Rivers CDD
c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Reference: Three Rivers CDD, Nassau County, Florida
DEG Project Number 2106.003

Task Order 1 CDD District Engineer

(hourly)

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
Administrative	\$85	2	\$170.00
CADD Designer	\$130	0	\$0.00
Engineer	\$125	0	\$0.00
Professional Engineer	145	0	\$0.00
Principal	\$205	1.5	\$307.500
TOTAL		3.5	\$477.50

1. Reviewed invoices against approved purchase orders
2. Issued invoice approvals and assigned to appropriate account
3. Signed payment requisitions & followed up on call from suppliers' invoices

Amount Due \$477.50

PM REVIEW: initials (wes)

Select Contract Term Regarding Invoicing: Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100% Neighborhoods

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: April 1, 2023

Invoice Number 2023-5958

Services Provided 03/1/23 – 03/31/23

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
c/o Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**Reference: Three Rivers CDD, Engineering During Construction
Phase 1A, Units 1, 2, 3, 4, and 6
Three Rivers DRI, Nassau County, FL
DEG Project Number 2106.005**

Task 2 Construction Phase Services NTE \$40,000

(hourly)

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Designer	\$130	0	\$0.00
Engineer	\$125	6	\$750.00
Professional Engineer	\$145	0	\$0.00
Principal	\$205	1	\$205.00
TOTAL		7	\$955.00

Subtotal \$955.00

1. Reviewed Pay Application for Unit 5
2. Coordination meetings on site w/owner and Vallencourt
3. Reviewed Asbuilts for Unit r

Task 3 Site Visit (68 visits @ \$750/visit)

\$51,000.00

Activity	Billing Amount (per visit)	Total Visits this period	Total Due
Site Visit	\$750	2	\$1500.00
TOTAL		2	\$1,500.00

Total Amount Due \$2,455.00

PM REVIEW: initials (wes)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100% Master WES

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: April 1, 2023

Invoice Number 2023-5966

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**Reference: Fire Station
Engineering and Permitting
Three Rivers DRI, Nassau County, FL
DEG Project Number 2106.006**

Task 2 Final Construction Plans

\$21,500.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$21,500.00	10,000.00	\$31,500.00	90	\$28,350.00	\$25,200.00	\$3,150.00

Task 3 Landscape Design

\$6,000.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$6,000.00	\$3,000.00	\$9,000.00	90	\$8,100.00	\$6,030.00	\$2,070.00

Task 4 Permitting

\$7,500.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$7,500.00	\$3,000.00	\$10,500.00	40	\$4,200.00	\$4,200.00	\$0.00

Task 5 Construction Phase Services NTE

(hourly)

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$125	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Amount Due \$5,220.00

PM REVIEW: initials (wes)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

100 Neighborhood.wes

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: April 1, 2023

Invoice Number 2023-5964

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Reference: Tributary Unit 17
Engineering and Permitting
Nassau County, FL
DEG Project Number 2106.012

Task 1 Preliminary Engineering

\$10,670.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$10,670.00	0	\$10,670.00	100	\$10,670.00	\$10,670.00	\$0.00

Task 2 Final Site Planning & FDP Submittal

\$5,500.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$5,500.00	0	\$5,500.00	100	\$5,500.00	\$5,500.00	\$0.00

Task 3 SJRWMD Design & Permitting

\$15,520.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$15,520.00	0	\$15,520.00	100	\$15,520.00	\$15,520.00	\$0.00

Task 4 Final Engineering & Design

\$29,100.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$29,100.00	0	\$29,100.00	90	\$26,190.00	\$26,190.00	\$0.00

Task 5a Permitting-ERP

\$4,850.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$4,850.00	0	\$4,850.00	100	\$4,850.00	\$4,850.00	\$0.00

Task 5b Permitting- Nassau County

\$4,850.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$4,850.00	0	\$4,850.000	80	\$3,880.00	\$3,880.00	\$0.00

Task 5c Permitting JEA & FDEP

\$3,880.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$3,880.00	0	\$3,880.00	95	\$3,686.00	\$3,686.00	\$0.00

Task 6 Coordination of Secondary Utility

\$1,500.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$1,500.00	0	\$1,500.00	0	\$0.00	\$0.00	\$0.00

Task 7 Construction Phase Services NTE

\$12,500.00

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$135	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Task ADD 001 CLOMR

\$17,135.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$17,135.00	0	\$17,135.00	75	\$12,851.25	\$8,567.500	\$4,283.75

Task ADD 002 LOMR

\$13,915.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$13,915.00	0	\$13,915.00	25	\$3,478.75	\$0.00	\$3,478.75

Total Amount Due \$7,762.50

PM REVIEW: initials (msb)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

Master 10.0% WFS

***** INVOICE *****



Dominion Engineering Group, Inc.
4348 Southpoint Blvd., Suite 201
Jacksonville, Florida 32216
(904) 854-4500

Date: April 1, 2023

Invoice Number 2023-5965

Net 15 days

Mr. Liam O'Reilly, PE, Chairman
Three Rivers CDD
c/o Stephanie Schackmann
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**Reference: Tributary Western Loop Road
Engineering and Permitting
Nassau County, FL
DEG Project Number 2106.014**

Task 1 Final Site Planning & FDP Submittal

\$10,000.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$10,000.00	0	\$10,000.00	100	\$10,000.00	\$10,000.00	\$0.00

Task 2 SJRWMD Design & Permitting

\$15,520.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$15,520.00	0	\$15,520.00	100	\$15,520.00	\$14,744.00	\$776.00

Task 3 Final Engineering & Design

\$55,000.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$55,000.00	0	\$55,000.00	85	\$46,750.00	\$46,750.00	\$0.00

Task 4a Permitting- ERP

\$6,000.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$6,000.00	0	\$6,000.00	100	\$6,000.00	\$5,700.00	\$300.00

Task 4b Permitting- Nassau County

\$5,000.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$5,000.00	0	\$5,000.00	50	\$2,500.00	\$2,500.00	\$0.00

Task 4c Permitting JEA & FDEP

\$5,000.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$5,000.00	0	\$5,000.00	90	\$4,500.00	\$3,000.00	\$1,500.00

Task 6 Coordination of Secondary Utility

\$1,500.00

Contract Amount	Amendments to Contract	Total Contract	Percent Complete	Total Due	Previous Invoices	Amount Due This Period
\$1,500.00	0	\$1,500.00	0	\$0.00	\$0.00	\$0.00

Task 7 Construction Phase Services NTE

\$18,500.00

Employee Level	Billing Amount (hourly)	Total Hours this period	Total Due
CADD Operator	\$75	0	\$0.00
CADD Designer	\$100	0	\$0.00
Engineer	\$135	0	\$0.00
Principal	\$185	0	\$0.00
TOTAL		0	\$0.00

Total Amount Due \$2,576.00

PM REVIEW: initials (msb)

Select Contract Term Regarding Invoicing:

1. Per our Contract, terms are net fifteen (15) days. Past due balances shall be subject to interest at the rate of 1.5 percent per month.
2. All DEG invoices for services under this contract will be considered correct as rendered to the Client unless questioned by the Client, in writing, within 15 days of the date of the invoice.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3AVI

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Second Supplemental Trust Indenture dated as of February 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **145**
- (2) Name of Payee pursuant to Acquisition Agreement:
Vallencourt Construction Co., Inc.
- (3) Amount Payable: **\$322,296.63**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Application #21, Three Rivers Tributary Unit 6 Infrastructure Project**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
Series 2021B Construction Account
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: **N/A**

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,
- or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: _____
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

DOMINION ENGINEERING GROUP, LLC,
CONSULTING ENGINEER

Title: _____

ok to pay mcsr
4-18-23

Marcus McNarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 12/30/22

Period To: 12/31/2022

Invoice #: 8588

To: Three Rivers CDD
C/O - Dominion Engineering Group
4348 Southpointe Blvd., Suite 201
Jacksonville, FL. 32216

VCC Project #: 2021-26

Application #: 21 (RET)

Attn.: Bill Schaefer

**Project Description: Tributary, Unit 6 Infrastructure Project
Yulee, FL**

ORIGINAL CONTRACT AMOUNT.....	\$	7,369,293.77
CHANGE ORDERS TO DATE.....	\$	(923,361.16)
REVISED CONTRACT AMOUNT.....	\$	6,445,932.61
PERCENTAGE COMPLETE.....	100.00%	
WORK COMPLETE TO DATE.....	\$	6,445,932.61
STORED MATERIALS.....	\$	-
TOTAL COMPLETED & STORED.....	\$	6,445,932.61
LESS RETAINAGE.....	\$	-
TOTAL EARNED LESS RETAINAGE.....	\$	6,445,932.61
LESS PREVIOUS BILLINGS.....	\$	6,123,635.98
CURRENT DUE.....	\$	322,296.63

Account Summary:	Sales This Period	Sales To Date
Gross:	6,445,932.61	
Retainage:	322,296.63	
Net:	6,123,635.98	



TO: Three Rivers CDD
4348 Southpointe Blvd., Suite 201
Jacksonville, FL. 32216

PROJECT: Tributary, Unit 6 Infrastructure Project
Yulee, FL

APPLICATION NO: 8588-21 (RET) Distribution to:
PERIOD TO: 12/31/22 [X] OWNER
[X] ENGINEER

FROM: Vallencourt Construction Company, Inc.
P.O. Box 1889
Green Cove Springs, FL 32043

ENGINEER'S PROJECT NO: N/A
CONTRACTOR'S PROJECT NO: 2021-26

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		
Change Orders approved in previous months by Owner		TOTAL
001	10/15/2021	\$188,644.50
002	10/15/2021	\$726,742.53
003	8/29/2022	\$32,068.00
004	8/29/2022	\$55,368.70
005	8/29/2022	\$95,410.83
TOTALS		\$ 87,436.70
Net change by Change Orders		\$ (923,361.16)

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:  Tim Gaddis, Project Manager

By:  Date: 30-Dec-22

Application is made for Payment, as shown below, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM	\$ 7,369,293.77
2. Net change by Change Orders	\$ -923,361.16
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 6,445,932.61
4. TOTAL COMPLETED & STORED TO DATE	\$ 6,445,932.61
(Column G on G703)	
5. RETAINAGE:	
a. 5 % of Completed Work	\$ -
(Column D + E on G703)	
b. % of Stored Materials	\$ -
(Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column 1 of G703)	\$ -
6. TOTAL EARNED LESS RETAINAGE:	\$ 6,445,932.61
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 6,123,635.98
8. CURRENT PAYMENT DUE	\$ 322,296.63
9. BALANCE TO FINISH, PLUS RETAINAGE	\$ -
(Line 3 less Line 6)	

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 322,296.63

(Attach explanation if amount certified differs from the amount applied for.)

ENGINEER:  Date: 4/18/23

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

Three Rivers CDD

Tributary, Unit 6 Infrastructure Project

Yulee, FL

APPLICATION NUMBER: **8588-21 (RET)**

APPLICATION DATE: **12/30/22**

PERIOD TO: **12/31/22**

VCC PROJECT #: **2021-26**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not In D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD				
	UNIT 6, TRIBUTARY							
1.	MOBILIZATION / GENERAL CONDITIONS	\$ 157,923.00	\$ 157,923.00	\$ -		\$ 157,923.00	100%	\$ -
2.	NDPES	\$ 25,038.00	\$ 25,038.00	\$ -		\$ 25,038.00	100%	\$ -
3.	SURVEY & AS-BUILTS	\$ 142,580.00	\$ 142,580.00	\$ -		\$ 142,580.00	100%	\$ -
4.	EROSION CONTROL	\$ 9,840.70	\$ 9,840.70	\$ -		\$ 9,840.70	100%	\$ -
5.	MOT	\$ 6,358.00	\$ 6,358.00	\$ -		\$ 6,358.00	100%	\$ -
6.	DEMOLITION	\$ 8,887.65	\$ 8,887.65	\$ -		\$ 8,887.65	100%	\$ -
8.	POND EXCAVATION	\$ 230,673.30	\$ 230,673.30	\$ -		\$ 230,673.30	100%	\$ -
9.	EARTHWORK	\$ 2,679,632.20	\$ 2,679,632.20	\$ -		\$ 2,679,632.20	100%	\$ -
10.	GRASSING	\$ 130,555.47	\$ 130,555.47	\$ -		\$ 130,555.47	100%	\$ -
11.	SUBSOIL STABILIZATION	\$ 210,895.00	\$ 210,895.00	\$ -		\$ 210,895.00	100%	\$ -
12.	BASE	\$ 349,089.00	\$ 349,089.00	\$ -		\$ 349,089.00	100%	\$ -
13.	ASPHALT	\$ 261,196.10	\$ 261,196.10	\$ -		\$ 261,196.10	100%	\$ -
15.	STRIPING & SIGNAGE	\$ 38,091.00	\$ 38,091.00	\$ -		\$ 38,091.00	100%	\$ -
16.	CONCRETE	\$ 278,746.75	\$ 278,746.75	\$ -		\$ 278,746.75	100%	\$ -
14.	HARDSCAPE	\$ 13,217.50	\$ 13,217.50	\$ -		\$ 13,217.50	100%	\$ -
17.	STORM DRAINAGE	\$ 1,156,927.40	\$ 1,156,927.40	\$ -		\$ 1,156,927.40	100%	\$ -
18.	GRAVITY SEWER	\$ 581,984.70	\$ 581,984.70	\$ -		\$ 581,984.70	100%	\$ -
20.	WATER MAIN	\$ 572,257.20	\$ 572,257.20	\$ -		\$ 572,257.20	100%	\$ -
21.	REUSE MAIN	\$ 390,318.60	\$ 390,318.60	\$ -		\$ 390,318.60	100%	\$ -
22.	ELECTRICAL	\$ 125,000.00	\$ 125,000.00	\$ -		\$ 125,000.00	100%	\$ -
24.	LANDSCAPING & IRRIGATION ALLOWANCES	\$ 82.20	\$ 82.20	\$ -		\$ 82.20	100%	\$ -
	ORIGINAL CONTRACT TOTALS	\$ 7,369,293.77	\$ 7,369,293.77	\$ -	\$ -	\$ 7,369,293.77	100.00%	\$ -

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers CDD
Tributary, Unit 6 Infrastructure Project
Yulee, FL**

APPLICATION NUMBER: **8588-21 (RET)**
APPLICATION DATE: **12/30/22**
PERIOD TO: **12/31/22 2021-26**
VCC PROJECT #:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G ÷ C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
			CHANGE ORDERS						
25.	CO#1 - REDUCE IMPORTED FILL, FROM U#	\$ (188,644.50)	\$ (188,644.50)	\$ -		\$ (188,644.50)	100%	\$ -	\$ -
26.	CO #2 - STORM ODP DEDUCT & TAX	\$ (405,407.19)	\$ (405,407.19)	\$ -		\$ (405,407.19)	100%	\$ -	\$ -
27.	CO #2 - SEWER ODP DEDUCT & TAX	\$ (119,855.65)	\$ (119,855.65)	\$ -		\$ (119,855.65)	100%	\$ -	\$ -
28.	CO #2 - WATER ODP DEDUCT & TAX	\$ (142,190.47)	\$ (142,190.47)	\$ -		\$ (142,190.47)	100%	\$ -	\$ -
29.	CO #2 - REUSE ODP DEDUCT & TAX	\$ (59,289.22)	\$ (59,289.22)	\$ -		\$ (59,289.22)	100%	\$ -	\$ -
30.	CO #3 - Misc Changes	\$ 32,068.00	\$ 32,068.00	\$ -		\$ 32,068.00	100%	\$ -	\$ -
31.	CO #4 - Sleeves Allowance Adjustment	\$ 55,368.70	\$ 55,368.70	\$ -		\$ 55,368.70	100%	\$ -	\$ -
32.	CO #5 - Asphalt ODP Deduct & Tax Credit	\$ (95,410.83)	\$ (95,410.83)	\$ -		\$ (95,410.83)	100%	\$ -	\$ -
	CHANGE ORDER TOTALS	\$ (923,361.16)	\$ (923,361.16)	\$ -	\$ -	\$ (923,361.16)	100.00%	\$ -	\$ -
	TOTALS----->	\$ 6,445,932.61	\$ 6,445,932.61	\$ -	\$ -	\$ 6,445,932.61	100.00%	\$ -	\$ -

TRIBUTARY UNIT 6, SCHEDULE OF VALUES BREAKDOWN

Division Code	Description	Pay Quantity	Unit of Measure	Unit Price	Contract Total	Qty. Installed This Month	Previous Qty.	Total Qty To-date	Billed This Month	Previously Billings	Total Complete To-date	% Complete
100	General Conditions	1.00	LS	\$86,810.00	\$86,810.00				\$ -	\$ 86,810.00	\$ 86,810.00	100%
104.01	Construction Entrance	1.00	EACH	\$7,323.00	\$7,323.00				\$ -	\$ 7,323.00	\$ 7,323.00	100%
201	Payment & Performance Bonds	1.00	LS	\$63,790.00	\$63,790.00				\$ -	\$ 63,790.00	\$ 63,790.00	100%
MOBILIZATION & GENERAL CONDITIONS					\$157,923.00				\$0.00	\$157,923.00	\$157,923.00	100%
300	NPDES Permit Compliance	12	MO	\$493.50	\$5,922.00		12.00	12.00	\$ -	\$ 5,922.00	\$ 5,922.00	100%
303	Maintain Silt Fence	7,690	LF	\$1.20	\$9,228.00		7,690.00	7,690.00	\$ -	\$ 9,228.00	\$ 9,228.00	100%
304	NPDES Reporting	12	MO	\$824.00	\$9,888.00		12.00	12.00	\$ -	\$ 9,888.00	\$ 9,888.00	100%
NPDES					\$25,038.00				\$0.00	\$25,038.00	\$25,038.00	100%
400	Surveying	1	LS	\$82,020.00	\$82,020.00		1.00	1.00	\$ -	\$ 82,020.00	\$ 82,020.00	100%
500	Lot As-Builts	1	LS	\$15,140.00	\$15,140.00		1.00	1.00	\$ -	\$ 15,140.00	\$ 15,140.00	100%
500	Paving and Drainage As-Builts	1	LS	\$15,140.00	\$15,140.00		1.00	1.00	\$ -	\$ 15,140.00	\$ 15,140.00	100%
500	Utility As-Builts	1	LS	\$30,280.00	\$30,280.00		1.00	1.00	\$ -	\$ 30,280.00	\$ 30,280.00	100%
SURVEY & AS-BUILTS					\$142,580.00				\$0.00	\$142,580.00	\$142,580.00	100%
601	Silt Fence Type III (Regular)	705	LF	\$0.94	\$662.70		705.00	705.00	\$ -	\$ 662.70	\$ 662.70	100%
608	Inlet Protection	52	EACH	\$176.50	\$9,178.00		52.00	52.00	\$ -	\$ 9,178.00	\$ 9,178.00	100%
EROSION CONTROL					\$9,840.70				\$0.00	\$9,840.70	\$9,840.70	100%
700	Maintenance of Traffic (Basic Signs)	1.00	LS	\$6,358.00	\$6,358.00		1.00	1.00	\$ -	\$ 6,358.00	\$ 6,358.00	100%
MOT					\$6,358.00				\$0.00	\$6,358.00	\$6,358.00	100%
801	Demo Storm Pipe (36" RCP)	189	LF	\$29.60	\$5,594.40		189.00	189.00	\$ -	\$ 5,594.40	\$ 5,594.40	100%
802	Demo Storm Structures (36" MES)	2	EACH	\$1,528.00	\$3,056.00		2.00	2.00	\$ -	\$ 3,056.00	\$ 3,056.00	100%
820	Sawcut Ex. Asphalt	65	LF	\$3.65	\$237.25		65.00	65.00	\$ -	\$ 237.25	\$ 237.25	100%
DEMOLITION					\$8,887.65				\$0.00	\$8,887.65	\$8,887.65	100%
1001	Dewater for Pond	1	LS	\$37,525.80	\$37,525.80		1.00	1.00	\$ -	\$ 37,525.80	\$ 37,525.80	100%
1002	Pond Excavation	55,185	CY	\$3.50	\$193,147.50		55,185.00	55,185.00	\$ -	\$ 193,147.50	\$ 193,147.50	100%
POND EXCAVATION					\$230,673.30				\$0.00	\$230,673.30	\$230,673.30	100%
1116	Site Dewatering	1	LS	\$38,295.00	\$38,295.00		1.00	1.00	\$ -	\$ 38,295.00	\$ 38,295.00	100%
1104	Strip Topsoil	45,735	CY	\$3.05	\$139,491.75		45,735.00	45,735.00	\$ -	\$ 139,491.75	\$ 139,491.75	100%
1105	Bury Onsite	22,868	CY	\$3.30	\$75,464.40		22,868.00	22,868.00	\$ -	\$ 75,464.40	\$ 75,464.40	100%
1107	Export Topsoil Off Site	22,867	CY	\$6.25	\$142,918.75		22,867.00	22,867.00	\$ -	\$ 142,918.75	\$ 142,918.75	100%
1108	Site Cut	165	CY	\$2.95	\$486.75		165.00	165.00	\$ -	\$ 486.75	\$ 486.75	100%
1109	Place & Compact Fill	175,161	CY	\$5.78	\$1,012,160.35		175,161.00	175,161.00	\$ -	\$ 1,012,160.35	\$ 1,012,160.35	100%
1110	Earthwork Density Testing	1	LS	\$31,610.00	\$31,610.00		1.00	1.00	\$ -	\$ 31,610.00	\$ 31,610.00	100%
1114	Remove/Replace Unsuitables - Pipe Trenches	32,415	CY	\$16.35	\$529,985.25		32,415.00	32,415.00	\$ -	\$ 529,985.25	\$ 529,985.25	100%
1114	Remove/Replace Unsuitables - Pond 5 & 7	44,501	CY	\$13.45	\$598,538.45		44,501.00	44,501.00	\$ -	\$ 598,538.45	\$ 598,538.45	100%
1115	Fine Grade Lots	110,455	SY	\$0.70	\$77,318.50		110,455.00	110,455.00	\$ -	\$ 77,318.50	\$ 77,318.50	100%
1118	Final Dressout	34,495	SY	\$0.60	\$20,697.00		34,495.00	34,495.00	\$ -	\$ 20,697.00	\$ 20,697.00	100%
1119	Dress Behind Subcontractors	1	LS	\$12,666.00	\$12,666.00		1.00	1.00	\$ -	\$ 12,666.00	\$ 12,666.00	100%
EARTHWORK					\$2,679,632.20				\$0.00	\$2,679,632.20	\$2,679,632.20	100%
1201	Site Sod	4,887	SY	\$4.46	\$21,773.55		4,887.00	4,887.00	\$ -	\$ 21,773.55	\$ 21,773.55	100%
1205	BOC Sod	1,890	SY	\$2.65	\$5,008.50		1,890.00	1,890.00	\$ -	\$ 5,008.50	\$ 5,008.50	100%
1203	Pond Sod	14,317	SY	\$2.65	\$37,940.05		14,317.00	14,317.00	\$ -	\$ 37,940.05	\$ 37,940.05	100%
1202	Site Seed and Mulch	8,610	SY	\$0.47	\$4,046.70		8,610.00	8,610.00	\$ -	\$ 4,046.70	\$ 4,046.70	100%
1206	Right of Way Seed and Mulch	21,006	SY	\$0.47	\$9,872.82		21,006.00	21,006.00	\$ -	\$ 9,872.82	\$ 9,872.82	100%
1207	Seed and Mulch Lots	110,455	SY	\$0.47	\$51,913.85		110,455.00	110,455.00	\$ -	\$ 51,913.85	\$ 51,913.85	100%
GRASSING					\$130,555.47				\$0.00	\$130,555.47	\$130,555.47	100%
1304	Subsoil Stabilization	29,195	SY	\$7.22	\$210,895.00		29,195.00	29,195.00	\$ -	\$ 210,895.00	\$ 210,895.00	100%
SUBSOIL STABILIZATION					\$210,895.00				\$0.00	\$210,895.00	\$210,895.00	100%
1402	6" Limerock	21,935	SY	\$12.92	\$283,457.50		21,935.00	21,935.00	\$ -	\$ 283,457.50	\$ 283,457.50	100%
1403	8" Limerock	3,175	SY	\$16.10	\$51,117.50		3,175.00	3,175.00	\$ -	\$ 51,117.50	\$ 51,117.50	100%
1517	Prime Limerock	24,600	SY	\$0.59	\$14,514.00		24,600.00	24,600.00	\$ -	\$ 14,514.00	\$ 14,514.00	100%
BASE					\$349,089.00				\$0.00	\$349,089.00	\$349,089.00	100%
1503	1" Asphalt SP-12.5 - Estuary (1st Lift)	2,665	SY	\$6.75	\$17,988.75		2,665.00	2,665.00	\$ -	\$ 17,988.75	\$ 17,988.75	100%
1502	3/4" Asphalt SP-9.5 - Estuary (2nd Lift)	2,665	SY	\$5.10	\$13,591.50		2,665.00	2,665.00	\$ -	\$ 13,591.50	\$ 13,591.50	100%
1503	1" Asphalt SP-9.5 (MUP)	815	SY	\$11.30	\$9,209.50		815.00	815.00	\$ -	\$ 9,209.50	\$ 9,209.50	100%
1505	1 1/2" Asphalt SP-9.5 (Onsite 1 Lift)	21,120	SY	\$10.36	\$218,834.00		21,120.00	21,120.00	\$ -	\$ 218,834.00	\$ 218,834.00	100%
1518	Track Coat	2,665	SY	\$0.59	\$1,572.35		2,665.00	2,665.00	\$ -	\$ 1,572.35	\$ 1,572.35	100%
ASPHALT					\$261,156.10				\$0.00	\$261,156.10	\$261,156.10	100%
1700	Striping & Signs	1	LS	\$38,091.00	\$38,091.00		1.00	1.00	\$ -	\$ 38,091.00	\$ 38,091.00	100%
STRIPING & SIGNAGE					\$38,091.00				\$0.00	\$38,091.00	\$38,091.00	100%
1804	Curb & Gutter	18,062	LF	\$11.45	\$206,816.50		18,062.00	18,062.00	\$ -	\$ 206,816.50	\$ 206,816.50	100%
1903	Concrete Pavement	225	SF	\$9.65	\$2,171.25		225.00	225.00	\$ -	\$ 2,171.25	\$ 2,171.25	100%
2000	Sidewalks	11,635	SF	\$4.20	\$48,867.00		11,635.00	11,635.00	\$ -	\$ 48,867.00	\$ 48,867.00	100%
2005	A.D.A. Handicap Ramps	37	EACH	\$564.65	\$20,892.00		37.00	37.00	\$ -	\$ 20,892.00	\$ 20,892.00	100%
CONCRETE					\$278,746.75				\$0.00	\$278,746.75	\$278,746.75	100%
2103	Keystone Retaining Wall	425	SF	\$31.10	\$13,217.50		425.00	425.00	\$ -	\$ 13,217.50	\$ 13,217.50	100%
HARDSCAPE					\$13,217.50				\$0.00	\$13,217.50	\$13,217.50	100%
3003	Dewater Storm Drain	1	LS	\$66,773.70	\$66,773.70		1.00	1.00	\$ -	\$ 66,773.70	\$ 66,773.70	100%
3000	Storm Structures (All types & depths)	59	EACH	\$4,749.14	\$280,199.00		59.00	59.00	\$ -	\$ 280,199.00	\$ 280,199.00	100%
3084	Mitered End Sections (All sizes)	11	EACH	\$2,189.09	\$23,880.00		11.00	11.00	\$ -	\$ 23,880.00	\$ 23,880.00	100%
3184	Storm Pipe (All sizes & depths)	7,180	LF	\$90.23	\$647,878.20		7,180.00	7,180.00	\$ -	\$ 647,878.20	\$ 647,878.20	100%
3263	Roadway Underdrain	1,135	LF	\$35.05	\$39,790.00		1,135.00	1,135.00	\$ -	\$ 39,790.00	\$ 39,790.00	100%
3258	Rip Rap	14	TON	\$306.00	\$4,284.00		14.00	14.00	\$ -	\$ 4,284.00	\$ 4,284.00	100%
3279	Punch Out Storm Drain	7,180	LF	\$13.21	\$94,813.50		7,180.00	7,180.00	\$ -	\$ 94,813.50	\$ 94,813.50	100%
STORM DRAINAGE					\$1,156,927.40				\$0.00	\$1,156,927.40	\$1,156,927.40	100%
4003	Dewater Gravity Sewer	3,135	LF	\$19.60	\$61,446.00		3,135.00	3,135.00	\$ -	\$ 61,446.00	\$ 61,446.00	100%
4015	Sanitary Manholes (All types & depths)	26	EACH	\$5,172.92	\$134,496.00		26.00	26.00	\$ -	\$ 134,496.00	\$ 134,496.00	100%
4104	SDR26 Sewer Main (All sizes & depths)	6,182	LF	\$35.37	\$218,667.60		6,182.00	6,182.00	\$ -	\$ 218,667.60	\$ 218,667.60	100%
4145	Sewer Services	168	EACH	\$655.50	\$110,124.00		168.00	168.00	\$ -	\$ 110,124.00	\$ 110,124.00	100%
4144	Punch Out Sewer	6,182	LF	\$8.99	\$55,571.10		6,182.00	6,182.00	\$ -	\$ 55,571.10	\$ 55,571.10	100%
GRAVITY SEWER					\$581,934.70				\$0.00	\$581,934.70	\$581,934.70	100%
7000	Water Main (All sizes & types)	7,060	LF	\$58.01	\$409,529.00		7,060.00	7,060.00	\$ -	\$ 409,529.00	\$ 409,529.00	100%
7238	Water Services (All sizes & types)	125	EACH	\$987.23	\$123,404.00		125.00	125.00	\$ -	\$ 123,404.00	\$ 123,404.00	100%
7248	Flushing & BT's for Water Main	7,060	LF	\$0.93	\$6,565.80		7,060.00	7,060.00	\$ -	\$ 6,565.80	\$ 6,565.80	100%
7249	Locate Wire Test For Water Main	7,060	LF	\$0.54	\$3,812.40		7,060.00	7,060.00	\$ -	\$ 3,812.40		

10000	FPL Allowance	1.00	LS	\$125,000.00	\$125,000.00		1.00	1.00	\$ -	\$ 125,000.00	\$ 125,000.00	100%
ELECTRICAL					\$125,000.00				\$0.00	\$125,000.00	\$125,000.00	100%
11001.02	Irrigation Sleeves, 2"	1.00	LF	\$11.00	\$11.00		1.00	1.00	\$ -	\$ 11.00	\$ 11.00	100%
11001.04	Irrigation Sleeves, 4"	1.00	LF	\$15.80	\$15.80		1.00	1.00	\$ -	\$ 15.80	\$ 15.80	100%
11001.06	Irrigation Sleeves, 6"	1.00	LF	\$22.50	\$22.50		1.00	1.00	\$ -	\$ 22.50	\$ 22.50	100%
11001.08	Irrigation Sleeves, 8"	1.00	LF	\$32.90	\$32.90		1.00	1.00	\$ -	\$ 32.90	\$ 32.90	100%
LANDSCAPING & IRRIGATION ALLOWANCES					\$82.20				\$0.00	\$82.20	\$82.20	100%
ORIGINAL CONTRACT TOTALS					\$7,369,293.77				\$0.00	\$7,369,293.77	\$7,369,293.77	100.00%

01	Purchase Fill Material, Credit	18,315	CY	(\$10.30)	-\$188,644.50		18,315.00	18,315.00	\$ -	\$ (188,644.50)	\$ (188,644.50)	100%
CHANGE ORDER #1 - REDUCE IMPORTED FILL, U4 STOCKPILE					-\$188,644.50				\$0.00	-\$188,644.50	-\$188,644.50	100%
02	Storm ODP Deduct & Tax	1	LS	(\$405,407.19)	-\$405,407.19		1.00	1.00	\$ -	\$ (405,407.19)	\$ (405,407.19)	100%
02	Sewer ODP Deduct & Tax	1	LS	(\$119,855.65)	-\$119,855.65		1.00	1.00	\$ -	\$ (119,855.65)	\$ (119,855.65)	100%
02	Water ODP Deduct & Tax	1	LS	(\$142,190.47)	-\$142,190.47		1.00	1.00	\$ -	\$ (142,190.47)	\$ (142,190.47)	100%
02	Reuse ODP Deduct & Tax	1	LS	(\$59,289.22)	-\$59,289.22		1.00	1.00	\$ -	\$ (59,289.22)	\$ (59,289.22)	100%
CHANGE ORDER #2 - ODP MATERIALS					-\$726,742.53				\$0.00	-\$726,742.53	-\$726,742.53	100%
1500	3/4" Asphalt Pavement HD (2nd Lift) - CREDIT	-2,665	SY	\$5.00	-\$13,325.00		-2,665.00	-2,665.00	\$ -	\$ (13,325.00)	\$ (13,325.00)	100%
1500	1/2" Asphalt Pavement LD (2nd Lift) - CREDIT	-18,020	SY	\$2.87	-\$51,722.00		-18,020.00	-18,020.00	\$ -	\$ (51,722.00)	\$ (51,722.00)	100%
2000	Sidewalk, ADD - U6 Park and Estuary Drive	7,025	SF	\$5.00	\$35,125.00		7,025.00	7,025.00	\$ -	\$ 35,125.00	\$ 35,125.00	100%
2000	Handicap Ramps	2	EA	\$760.00	\$1,520.00		2.00	2.00	\$ -	\$ 1,520.00	\$ 1,520.00	100%
4000	Upside sewer-Estuary Dr, 12" SDR26, Materials Only	630	LF	\$33.73	\$21,250.00		630.00	630.00	\$ -	\$ 21,250.00	\$ 21,250.00	100%
5000	Install Master Pump Sta Generator, L&E Only	1	LS	\$39,220.00	\$39,220.00		1.00	1.00	\$ -	\$ 39,220.00	\$ 39,220.00	100%
CHANGE ORDER #3 - MISC DESIGN CHANGES					\$32,068.00				\$0.00	\$32,068.00	\$32,068.00	100%
11000	Irrigation Sleeves, 2"	3,086.00	LF	\$11.00	\$33,946.00		3,086.00	3,086.00	\$ -	\$ 33,946.00	\$ 33,946.00	100%
11000	Irrigation Sleeves, 4"	1,274.00	LF	\$15.80	\$20,129.20		1,274.00	1,274.00	\$ -	\$ 20,129.20	\$ 20,129.20	100%
11000	Irrigation Sleeves, 6"	-1.00	LF	\$22.50	-\$22.50		-1.00	-1.00	\$ -	\$ (22.50)	\$ (22.50)	100%
11000	Irrigation Sleeves, 8"	40	LF	\$32.90	\$1,316.00		40.00	40.00	\$ -	\$ 1,316.00	\$ 1,316.00	100%
CHANGE ORDER #4 - SLEEVES ALLOWANCE ADJUSTMENT					\$55,368.70				\$0.00	\$55,368.70	\$55,368.70	100%
1500	SP 9.5 Mix (Alleys, MUP)	309.00	TON	-\$51.00	-\$18,849.00		309.00	309.00	\$ -	\$ (18,849.00)	\$ (18,849.00)	100%
1500	SP 12.5 Mix (Neighborhood Roads, Estuary Drive)	1,172.00	TON	-\$60.00	-\$70,320.00		1,172.00	1,172.00	\$ -	\$ (70,320.00)	\$ (70,320.00)	100%
1500	Tax Savings	1	LS	(\$6,241.83)	-\$6,241.83		1.00	1.00	\$ -	\$ (6,241.83)	\$ (6,241.83)	100%
CHANGE ORDER #5 - ASPHALT ODP DEDUCT & TAX CREDIT					-\$95,410.83				\$0.00	-\$95,410.83	-\$95,410.83	100%
CURRENT CONTRACT TOTALS					\$6,445,932.61				\$0.00	\$6,445,932.61	\$6,445,932.61	100.00%

**WAIVER AND RELEASE OF LIEN
UPON FINAL PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$ 322,296.63, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through December 31, 2022 on the job of Three Rivers CDD to the following described property :

Project: Tributary, Unit 6 Infrastructure Project
Location: Yulee, FL
Invoice#: 8588-21 (RET)

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: December 30, 2022

Lienor's Name: Vallencourt Construction Co., Inc.

Address: P.O. Box 1889
Green Cove Springs, FL 32043

Phone: 904-291-9330

By:  _____

Printed Name: Tim Gaddis

Title: Project Manager

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BI

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION NO. 182**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **182**
- (2) Payment Instructions; **Rinker Materials**
PO Box 936217
Atlanta, GA 31193-6217
- (3) Amount Payable: **\$ 229,082.48**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Direct Owner Purchase Invoices – Tributary Unit 8**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

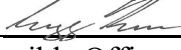
1. obligations in the stated amount set forth above have been incurred by the Issuer,
- or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**


District Engineer

February 9, 2023

<i>INVOICE NUMBER</i>	<i>AMOUNT</i>	<i>INVOICE DATE</i>	<i>ETM REVIEWED</i>
26164207	\$18,167.74	12/06/22	02/08/23
26218495	\$13,291.70	12/07/22	02/08/23
26178699	\$11,701.84	12/08/22	02/08/23
26184965	\$13,455.29	12/09/22	02/08/23
26198659	\$5,332.99	12/09/22	02/08/23
26205791	\$0.00	12/12/22	02/08/23
26191561	\$10,250.43	12/12/22	02/08/23
26279671	\$19,679.71	01/03/23	02/08/23
26286079	\$11,513.88	01/04/23	02/08/23
26293461	\$21,265.24	01/06/23	02/08/23
26307618	\$12,870.38	01/09/23	02/08/23
26300696	\$22,632.24	01/09/23	02/08/23
26315815	\$11,022.22	01/10/23	02/08/23
26322979	\$22,576.89	01/11/23	02/08/23
26329592	\$19,214.79	01/12/23	02/08/23
26344065	\$3,069.00	01/16/23	02/08/23
26337328	\$13,038.14	01/16/23	02/08/23
	\$229,082.48		

INVOICE

INVOICE NO.
26164207



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY UNIT 10 ST RD 200 POLICE LODGE RD TIM GADDIS 251.747.2066 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	12/06/22		01/05/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/06/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21873655	727968-015-01	MH-1 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-1	13,577.520	EA	13,577.52
1			21873655	SR060B06M030X	60 BASE 06 MTR 30 EXT PRO#:727968 SB#:00595729 SC#: MH-1	.000	EA	.00
1			21873655	SR060R06M048N	60 RISER 06 MTR 48 N PRO#:727968 SB#:00595729 SC#: MH-1	.000	EA	.00
1			21873655	SR060R06M060N	60 RISER 06 MTR 60 N PRO#:727968 SB#:00595729 SC#: MH-1	.000	EA	.00
1			21873655	SR060C06M036E	60 CONE 06 MTR 36 ECC PRO#:727968 SB#:00595729 SC#: MH-1	.000	EA	.00
24			21873655	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	18,167.74
	TAX ►	1,090.06
	INVOICE TOTAL ►	19,257.80
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26164207

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
2			21873655	RJTW1200000	PRO#:727968 SB#:00595729 SC#: MH-1 JOINTWRAP BIDCO 12X50' ROLL	.000	EA	.00
2			21873655	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-1 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21873655	727968-016-01	PRO#:727968 SB#:00595729 SC#: MH-1 MH-16 STRUCTURE	4,590.220	EA	4,590.22
1			21873655	SR048B05M036N	PRO#:727968 SB#:00595729 SC#: MH-16 48 BASE 05 MTR 36 N	.000	EA	.00
1			21873655	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-16 48 RISER 05 MTR 60 N	.000	EA	.00
1			21873655	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-16 48 RISER 05 MTR 60 N	.000	EA	.00
1			21873655	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-16 48 CONE 05 MTR 012 ECC	.000	EA	.00
24			21873655	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-16 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
17			21873655	RJTS0000025	PRO#:727968 SB#:00595729 SC#: MH-16 9X50' JOINTWRAP RUBRNEK EXTERI OR ROLL	.000	EA	.00
3			21873655	RCTG0000031	PRO#:727968 SB#:00595729 SC#: MH-16 CS-300 PRIMER	.000	EA	.00
3			21873655	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-16 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00

INVOICE

INVOICE NO.
26218495



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY UNIT 10 ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	12/07/22		01/15/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/16/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21877706	727968-017-01	MH-17 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-17	4,590.220	EA	4,590.22
1			21877706	SR048B05M036N	48 BASE 05 MTR 36 N PRO#:727968 SB#:00595729 SC#: MH-17	.000	EA	.00
1			21877706	SR048R05M072N	48 RISER 05 MTR 72 N PRO#:727968 SB#:00595729 SC#: MH-17	.000	EA	.00
1			21877706	SR048R05M060N	48 RISER 05 MTR 60 N PRO#:727968 SB#:00595729 SC#: MH-17	.000	EA	.00
1			21877706	SR048C05M012E	48 CONE 05 MTR 012 ECC PRO#:727968 SB#:00595729 SC#: MH-17	.000	EA	.00
24			21877706	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ▶	13,291.70
	TAX ▶	797.50
	INVOICE TOTAL ▶	14,089.20
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26218495

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
4			21877706	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-17 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21877706	727968-018-01	PRO#:727968 SB#:00595729 SC#: MH-17 MH-18 STRUCTURE	4,590.220	EA	4,590.22
1			21877706	SR048B05M030N	PRO#:727968 SB#:00595729 SC#: MH-18 48 BASE 05 MTR 30 N	.000	EA	.00
1			21877706	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-18 48 RISER 05 MTR 60 N	.000	EA	.00
1			21877706	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-18 48 RISER 05 MTR 60 N	.000	EA	.00
1			21877706	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-18 48 CONE 05 MTR 012 ECC	.000	EA	.00
24			21877706	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-18 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
4			21877706	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-18 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21877706	727968-019-01	PRO#:727968 SB#:00595729 SC#: MH-19 MH-19 STRUCTURE	4,111.260	EA	4,111.26
1			21877706	SR048B05M036N	PRO#:727968 SB#:00595729 SC#: MH-19 48 BASE 05 MTR 36 N	.000	EA	.00
1			21877706	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-19 48 CONE 05 MTR 012 ECC	.000	EA	.00
16			21877706	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-19 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
4			21877706	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-19 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00

INVOICE

INVOICE NO.

26178699



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
**THREE RIVERS CDD C.O VALLENCOURT
 CONSTRUCTION CO INC
 PO BOX 1889
 GREEN COVE SPRINGS FL 32043-1889**

S H I P T O
 837390
**VALLENCOURT CONSTRUCTION TRIBUTARY
 UNIT 10
 ST RD 200 POLICE LODGE RD
 BJ (904)518-8846
 YULEE FL 32097**

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	12/08/22		01/07/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/08/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21885476	727968-020-01	MH-20 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-20	3,976.570	EA	3,976.57
1			21885476	SR048B05M030N	48 BASE 05 MTR 30 N PRO#:727968 SB#:00595729 SC#: MH-20	.000	EA	.00
1			21885476	SR048R05M096N	48 RISER 05 MTR 96 N PRO#:727968 SB#:00595729 SC#: MH-20	.000	EA	.00
1			21885476	SR048C05M012E	48 CONE 05 MTR 012 ECC PRO#:727968 SB#:00595729 SC#: MH-20	.000	EA	.00
16			21885476	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: MH-20	.000	EA	.00
3			21885476	RBOT0120047	NPC S40612AWPEX316 2-1180 CLMP	.000	EA	.00

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THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	11,701.84
	TAX ►	702.11
	INVOICE TOTAL ►	12,403.95
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26178699

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21885476	727968-021-01	8"PVC PRO#:727968 SB#:00595729 SC#: MH-20 MH-21 STRUCTURE	3,976.570	EA	3,976.57
1			21885476	SR048B05M042N	PRO#:727968 SB#:00595729 SC#: MH-21 48 BASE 05 MTR 42 N	.000	EA	.00
1			21885476	SR048R05M054N	PRO#:727968 SB#:00595729 SC#: MH-21 48 RISER 05 MTR 54 N	.000	EA	.00
1			21885476	SR048C05M036E	PRO#:727968 SB#:00595729 SC#: MH-21 48 CONE 05 MTR 36 ECC	.000	EA	.00
16			21885476	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-21 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
3			21885476	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-21 NPC S40612AWPEX316 2-I180 CLMP	.000	EA	.00
1			21885476	727968-026-01	8"PVC PRO#:727968 SB#:00595729 SC#: MH-21 MH-26 STRUCTURE	3,748.700	EA	3,748.70
1			21885476	SR048B05M030N	PRO#:727968 SB#:00595729 SC#: MH-26 48 BASE 05 MTR 30 N	.000	EA	.00
1			21885476	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-26 48 RISER 05 MTR 60 N	.000	EA	.00
1			21885476	SR048C05M036E	PRO#:727968 SB#:00595729 SC#: MH-26 48 CONE 05 MTR 36 ECC	.000	EA	.00
16			21885476	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-26 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
2			21885476	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-26 NPC S40612AWPEX316 2-I180 CLMP	.000	EA	.00

INVOICE

INVOICE NO.

26184965



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
**THREE RIVERS CDD C.O VALLENCOURT
 CONSTRUCTION CO INC
 PO BOX 1889
 GREEN COVE SPRINGS FL 32043-1889**

S H I P T O
 837390
**VALLENCOURT CONSTRUCTION TRIBUTARY
 UNIT 10
 ST RD 200 POLICE LODGE RD
 BJ (904)518-8846
 YULEE FL 32097**

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	12/09/22		01/08/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/09/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21893618	727968-022-01	MH-22 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-22	3,390.820	EA	3,390.82
1			21893618	SR048B05M030N	48 BASE 05 MTR 30 N PRO#:727968 SB#:00595729 SC#: MH-22	.000	EA	.00
1			21893618	SR048R05M036N	48 RISER 05 MTR 36 N PRO#:727968 SB#:00595729 SC#: MH-22	.000	EA	.00
1			21893618	SR048C05M036E	48 CONE 05 MTR 36 ECC PRO#:727968 SB#:00595729 SC#: MH-22	.000	EA	.00
16			21893618	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: MH-22	.000	EA	.00
2			21893618	RBOT0120047	NPC S40612AWPEX316 2-1180 CLMP	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	13,455.29
	TAX ►	807.32
	INVOICE TOTAL ►	14,262.61
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21893618	727968-027-01	8"PVC PRO#:727968 SB#:00595729 SC#: MH-22 MH-27 STRUCTURE	3,857.050	EA	3,857.05
1			21893618	SR048B05M036N	48 BASE 05 MTR 36 N PRO#:727968 SB#:00595729 SC#: MH-27	.000	EA	.00
1			21893618	SR048R05M060N	48 RISER 05 MTR 60 N PRO#:727968 SB#:00595729 SC#: MH-27	.000	EA	.00
1			21893618	SR048C05M036E	48 CONE 05 MTR 36 ECC PRO#:727968 SB#:00595729 SC#: MH-27	.000	EA	.00
16			21893618	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: MH-27	.000	EA	.00
3			21893618	RBOT0120047	NPC S40612AWPEX316 2-1180 CLMP 8"PVC PRO#:727968 SB#:00595729 SC#: MH-27	.000	EA	.00
1			21893618	727968-030-01	MH-36 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-36	2,458.720	EA	2,458.72
1			21893618	SR048B05M036N	48 BASE 05 MTR 36 N PRO#:727968 SB#:00595729 SC#: MH-36	.000	EA	.00
1			21893618	SR048C05M012E	48 CONE 05 MTR 012 ECC PRO#:727968 SB#:00595729 SC#: MH-36	.000	EA	.00
8			21893618	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: MH-36	.000	EA	.00
1			21893618	RBOT0120047	NPC S40612AWPEX316 2-1180 CLMP 8"PVC PRO#:727968 SB#:00595729 SC#: MH-36	.000	EA	.00
1			21893618	727968-033-01	MH-39 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-39	3,748.700	EA	3,748.70
1			21893618	SR048B05M036N	48 BASE 05 MTR 36 N PRO#:727968 SB#:00595729 SC#: MH-39	.000	EA	.00
1			21893618	SR048R05M048N	48 RISER 05 MTR 48 N PRO#:727968 SB#:00595729 SC#: MH-39	.000	EA	.00
1			21893618	SR048C05M036E	48 CONE 05 MTR 36 ECC	.000	EA	.00



INVOICE

INVOICE NO.
26184965

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
16			21893618	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-39 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			21893618	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-39 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
					PRO#:727968 SB#:00595729 SC#: MH-39			

INVOICE

INVOICE NO.
26198659



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY PH1B ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	12/09/22		01/12/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/13/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21906418	SR048R05M096N	48 RISER 05 MTR 96 N PRO#:727968 SB#:00595729 SC#: MH-19	.000	EA	.00
1			21906418	727968-024-01	MH-24 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-24	2,874.270	EA	2,874.27
1			21906418	SR048B05M030N	48 BASE 05 MTR 30 N PRO#:727968 SB#:00595729 SC#: MH-24	.000	EA	.00
1			21906418	SR048R05M012N	48 RISER 05 MTR 012 N PRO#:727968 SB#:00595729 SC#: MH-24	.000	EA	.00
1			21906418	SR048C05M036E	48 CONE 05 MTR 36 ECC PRO#:727968 SB#:00595729 SC#: MH-24	.000	EA	.00
16			21906418	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

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THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ▶	5,332.99
	TAX ▶	319.98
	INVOICE TOTAL ▶	5,652.97
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26198659

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
2			21906418	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-24 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21906418	727968-025-01	PRO#:727968 SB#:00595729 SC#: MH-24 MH-25 STRUCTURE	2,458.720	EA	2,458.72
1			21906418	SR048B05M036N	PRO#:727968 SB#:00595729 SC#: MH-25 48 BASE 05 MTR 36 N	.000	EA	.00
1			21906418	SR048R05M012N	PRO#:727968 SB#:00595729 SC#: MH-25 48 RISER 05 MTR 012 N	.000	EA	.00
1			21906418	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-25 48 CONE 05 MTR 012 ECC	.000	EA	.00
16			21906418	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-25 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			21906418	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-25 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21906418	RBOT0120048	PRO#:727968 SB#:00595729 SC#: MH-25 NPC S40612CWPEX316 2-1128 CLMP 6"PVC	.000	EA	.00

INVOICE

INVOICE NO.

26205791



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
 THREE RIVERS CDD C.O VALLENCOURT
 CONSTRUCTION CO INC
 PO BOX 1889
 GREEN COVE SPRINGS FL 32043-1889

S H I P T O
 834718
 TRIBUTARY PH1B UNIT 8
 ST RD 200 POLICE LODGE RD
 VALLENCOURT CONSTRUCTION TRIBUTARY
 PH1B
 BJ (904)518-8846
 YULEE FL 32097

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
TRCDD-002	12/12/22		01/13/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/14/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
2			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-1	.000	EA	.00
2			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-1	.000	EA	.00
2			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-10	.000	EA	.00
2			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-10	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-11	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	.00
	INVOICE TOTAL ►	.00
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26205791

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-11	.000	EA	.00
2			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-12	.000	EA	.00
2			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-12	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-2	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-2	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-3	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-3	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-4	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-4	.000	EA	.00
1			21908412	RGRT6212001	CAST USF GRT 6212 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-5-A	.000	EA	.00
1			21908412	RGRT6290001	CAST USF GRT 6290 SET CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-5	.000	EA	.00
2			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-7	.000	EA	.00
2			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-7	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 PRO#:714785 SB#:00591422 SC#: AS-8	.000	EA	.00

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INVOICE

INVOICE NO.
26205791

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-8	.000	EA	.00
1			21908412	RGRT6212001	CAST USF GRT 6212 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: AS-9-A	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-1	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-1	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-2	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-2	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-3	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-3	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-5	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-5	.000	EA	.00
1			21908412	RFRG5145003	CAST USF F&G 5145-6210 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-6	.000	EA	.00
1			21908412	RHOD5147000	CAST USF HOOD 5147 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-6	.000	EA	.00
1			21908412	RGRT6212001	CAST USF GRT 6212 CONSIGNMENT PRO#:714785 SB#:00591422 SC#: BS-8	.000	EA	.00

INVOICE

INVOICE NO.

26191561



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
**THREE RIVERS CDD C.O VALLENCOURT
 CONSTRUCTION CO INC
 PO BOX 1889
 GREEN COVE SPRINGS FL 32043-1889**

S H I P T O
 837390
**VALLENCOURT CONSTRUCTION TRIBUTARY
 UNIT 10
 ST RD 200 POLICE LODGE RD
 BJ (904)518-8846
 YULEE FL 32097**

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	12/12/22		01/11/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
12/12/22	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21899318	727968-023-01	MH-23 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-23	2,874.270	EA	2,874.27
1			21899318	SR048B05M030N	48 BASE 05 MTR 30 N PRO#:727968 SB#:00595729 SC#: MH-23	.000	EA	.00
1			21899318	SR048R05M012N	48 RISER 05 MTR 012 N PRO#:727968 SB#:00595729 SC#: MH-23	.000	EA	.00
1			21899318	SR048C05M036E	48 CONE 05 MTR 36 ECC PRO#:727968 SB#:00595729 SC#: MH-23	.000	EA	.00
16			21899318	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: MH-23	.000	EA	.00
2			21899318	RBOT0120047	NPC S40612AWPEX316 2-1180 CLMP	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	10,250.43
	TAX ►	615.03
	INVOICE TOTAL ►	10,865.46
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26191561

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21899318	727968-028-01	8"PVC PRO#:727968 SB#:00595729 SC#: MH-23 MH-33 STRUCTURE	2,458.720	EA	2,458.72
1			21899318	SR048B05M030N	PRO#:727968 SB#:00595729 SC#: MH-33 48 BASE 05 MTR 30 N	.000	EA	.00
1			21899318	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-33 48 CONE 05 MTR 012 ECC	.000	EA	.00
8			21899318	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-33 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
2			21899318	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-33 NPC S40612AWPEX316 2-1180 CLMP	.000	EA	.00
1			21899318	727968-031-01	8"PVC PRO#:727968 SB#:00595729 SC#: MH-33 MH-37 STRUCTURE	2,458.720	EA	2,458.72
1			21899318	SR048B05M036N	PRO#:727968 SB#:00595729 SC#: MH-37 48 BASE 05 MTR 36 N	.000	EA	.00
1			21899318	SR048R05M012N	PRO#:727968 SB#:00595729 SC#: MH-37 48 RISER 05 MTR 012 N	.000	EA	.00
1			21899318	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-37 48 CONE 05 MTR 012 ECC	.000	EA	.00
16			21899318	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-37 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
2			21899318	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-37 NPC S40612AWPEX316 2-1180 CLMP	.000	EA	.00
1			21899318	727968-032-01	8"PVC PRO#:727968 SB#:00595729 SC#: MH-37 MH-38 STRUCTURE	2,458.720	EA	2,458.72
1			21899318	SR048B05M036N	PRO#:727968 SB#:00595729 SC#: MH-38 48 BASE 05 MTR 36 N	.000	EA	.00
1			21899318	SR048R05M012N	PRO#:727968 SB#:00595729 SC#: MH-38 48 RISER 05 MTR 012 N	.000	EA	.00
1			21899318	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-38 48 CONE 05 MTR 012 ECC	.000	EA	.00

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INVOICE

INVOICE NO.
26191561

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
16			21899318	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-38 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			21899318	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-38 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
					PRO#:727968 SB#:00595729 SC#: MH-38			

INVOICE

INVOICE NO.
26279671



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY UNIT 10 ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/03/23		02/04/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/05/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21978198	727968-050-01	MH-2 STRUCTURE PRO#:727968 SB#:00595729 SC#: MH-2	6,271.950	EA	6,271.95
1			21978198	SR060B06M036X	60 BASE 06 MTR 36 EXT PRO#:727968 SB#:00595729 SC#: MH-2	.000	EA	.00
1			21978198	SR060R06M072N	60 RISER 06 MTR 72 N PRO#:727968 SB#:00595729 SC#: MH-2	.000	EA	.00
1			21978198	SR060R06M048N	60 RISER 06 MTR 48 N PRO#:727968 SB#:00595729 SC#: MH-2	.000	EA	.00
1			21978198	SR060S06M014N	60 SLAB 06 MTR 014 SOL PRO#:727968 SB#:00595729 SC#: MH-2	.000	EA	.00
30			21978198	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ▶	19,679.71
	TAX ▶	1,180.78
	INVOICE TOTAL ▶	20,860.49
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26279671

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
5			21978198	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-2 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21978198	727968-051-01	PRO#:727968 SB#:00595729 SC#: MH-2 MH-3 STRUCTURE	4,590.220	EA	4,590.22
1			21978198	SR048B05M030N	PRO#:727968 SB#:00595729 SC#: MH-3 48 BASE 05 MTR 30 N	.000	EA	.00
1			21978198	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-3 48 RISER 05 MTR 60 N	.000	EA	.00
1			21978198	SR048R05M060N	PRO#:727968 SB#:00595729 SC#: MH-3 48 RISER 05 MTR 60 N	.000	EA	.00
1			21978198	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-3 48 CONE 05 MTR 012 ECC	.000	EA	.00
24			21978198	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-3 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
4			21978198	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-3 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21983550	727968-052-01	PRO#:727968 SB#:00595729 SC#: MH-31 MH-31 STRUCTURE	2,874.270	EA	2,874.27
1			21983550	SR048B05M024N	PRO#:727968 SB#:00595729 SC#: MH-31 48 BASE 05 MTR 24 N	.000	EA	.00
1			21983550	SR048R05M054N	PRO#:727968 SB#:00595729 SC#: MH-31 48 RISER 05 MTR 54 N	.000	EA	.00
1			21983550	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-31 48 CONE 05 MTR 012 ECC	.000	EA	.00
16			21983550	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-31 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
3			21983550	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-31 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21983550	727968-053-01	PRO#:727968 SB#:00595729 SC#: MH-31 MH-32 STRUCTURE	2,874.270	EA	2,874.27

Continued On Next Page



INVOICE

INVOICE NO.
26279671

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21983550	SR048B05M036N	PRO#:727968 SB#:00595729 SC#: MH-32 48 BASE 05 MTR 36 N	.000	EA	.00
1			21983550	SR048R05M036N	PRO#:727968 SB#:00595729 SC#: MH-32 48 RISER 05 MTR 36 N	.000	EA	.00
1			21983550	SR048C05M012E	PRO#:727968 SB#:00595729 SC#: MH-32 48 CONE 05 MTR 012 ECC	.000	EA	.00
16			21983550	RJTS0125002	PRO#:727968 SB#:00595729 SC#: MH-32 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
2			21983550	RBOT0120047	PRO#:727968 SB#:00595729 SC#: MH-32 NPC S40612AWPEX316 2-1180 CLMP 8"PVC	.000	EA	.00
1			21983550	727968-071-01	PRO#:727968 SB#:00595729 SC#: MH-32 DS-12 STRUCTURE	1,534.500	EA	1,534.50
1			21983550	ETHW0CA0000006T	PRO#:727968 SB#:00595729 SC#: DS-12 6.0 TON CATCH ALL HEADWALL	.000	EA	.00
1			21983550	727968-079-01	PRO#:727968 SB#:00595729 SC#: DS-12 DS-9 STRUCTURE	1,534.500	EA	1,534.50
1			21983550	ETHW0CA0000006T	PRO#:727968 SB#:00595729 SC#: DS-9 6.0 TON CATCH ALL HEADWALL	.000	EA	.00

INVOICE

INVOICE NO.
26286079



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
----------------------------	--------	--

S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY PH1B UNIT 10 ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/04/23		02/05/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/06/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21988832	727968-068-01	CS-8 STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-8	1,534.500	EA	1,534.50
1			21988832	ETHW0CA0000006T	6.0 TON CATCH ALL HEADWALL PRO#:727968 SB#:00595729 SC#: CS-8	.000	EA	.00
1			21988832	727968-076-01	DS-6 STRUCTURE PRO#:727968 SB#:00595729 SC#: DS-6	1,835.750	EA	1,835.75
1			21988832	SS03603608B042X	36 36 08 BASE 42 X PRO#:727968 SB#:00595729 SC#: DS-6	.000	EA	.00
1			21988832	727968-077-01	DS-7 STRUCTURE PRO#:727968 SB#:00595729 SC#: DS-7	5,499.860	EA	5,499.86
1			21988832	SR060B06M072X	60 BASE 06 MTR 72 EXT PRO#:727968 SB#:00595729	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	11,513.88
	TAX ►	690.83
	INVOICE TOTAL ►	12,204.71
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26286079

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21988832	SR060S06M008N	SC#: DS-7 60 SLAB 06 MTR 008 SOL PRO#:727968 SB#:00595729	.000	EA	.00
4			21988832	RJTS0125002	SC#: DS-7 JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729	.000	EA	.00
1			21988832	727968-078-01	SC#: DS-7 DS-8 STRUCTURE PRO#:727968 SB#:00595729	2,643.770	EA	2,643.77
1			21988832	SR048B05M078X	SC#: DS-8 48 BASE 05 MTR 78 EXT PRO#:727968 SB#:00595729	.000	EA	.00
1			21988832	SR048S05M008O	SC#: DS-8 058X058 SLAB 05 MTR 008 OCT PRO#:727968 SB#:00595729	.000	EA	.00
4			21988832	RJTS0125002	SC#: DS-8 JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729	.000	EA	.00
					SC#: DS-8			

INVOICE

INVOICE NO.

26293461



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
THREE RIVERS CDD C.O VALLENCOURT
CONSTRUCTION CO INC
PO BOX 1889
GREEN COVE SPRINGS FL 32043-1889

S H I P T O
 837390
VALLENCOURT CONSTRUCTION TRIBUTARY
UNIT 10
ST RD 200 POLICE LODGE RD
BJ (904)518-8846
YULEE FL 32097

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/06/23		02/08/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/09/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21998147	727968-066-01	CS-6 STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-6	5,867.640	EA	5,867.64
1			21998147	SS06006008B084X	60 60 08 BASE 84 X PRO#:727968 SB#:00595729 SC#: CS-6	.000	EA	.00
1			21998147	SS06006008S008N	60 60 008 SOL SLAB PRO#:727968 SB#:00595729 SC#: CS-6	.000	EA	.00
6			21998147	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: CS-6	.000	EA	.00
1			21998147	727968-067-01	CS-7 STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-7	5,867.640	EA	5,867.64
1			21998147	SS06006008B084X	60 60 08 BASE 84 X PRO#:727968 SB#:00595729 SC#: CS-7	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	21,265.24
	TAX ►	1,275.91
	INVOICE TOTAL ►	22,541.15
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26293461

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			21998147	SS06006008S008N	PRO#:727968 SB#:00595729 SC#: CS-7 60 60 008 SOL SLAB	.000	EA	.00
6			21998147	RJTS0125002	PRO#:727968 SB#:00595729 SC#: CS-7 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			21998148	727968-054-01	PRO#:727968 SB#:00595729 SC#: CS-7 CS-10 STRUCTURE	1,835.750	EA	1,835.75
1			21998148	SS03603608B036X	PRO#:727968 SB#:00595729 SC#: CS-10 36 36 08 BASE 36 X	.000	EA	.00
1			21998148	727968-057-01	PRO#:727968 SB#:00595729 SC#: CS-10 CS-11 STRUCTURE	4,323.960	EA	4,323.96
1			21998148	SR072B07M048X	PRO#:727968 SB#:00595729 SC#: CS-11 72 BASE 07 MTR 48 EXT	.000	EA	.00
1			21998148	SR072S07M008N	PRO#:727968 SB#:00595729 SC#: CS-11 72 SLAB 07 MTR 008 SOL	.000	EA	.00
4			21998148	RJTS0125002	PRO#:727968 SB#:00595729 SC#: CS-11 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			21998148	727968-062-01	PRO#:727968 SB#:00595729 SC#: CS-11 CS-14 STRUCTURE	1,835.750	EA	1,835.75
1			21998148	SS03603608B042X	PRO#:727968 SB#:00595729 SC#: CS-14 36 36 08 BASE 42 X	.000	EA	.00
1			21998148	727968-063-01	PRO#:727968 SB#:00595729 SC#: CS-14 CS-17 STRUCTURE	1,534.500	EA	1,534.50
1			21998148	ETHW0CA0000006T	PRO#:727968 SB#:00595729 SC#: CS-17 6.0 TON CATCH ALL HEADWALL	.000	EA	.00

INVOICE

INVOICE NO.

26307618



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
THREE RIVERS CDD C.O VALLENCOURT
CONSTRUCTION CO INC
PO BOX 1889
GREEN COVE SPRINGS FL 32043-1889

S H I P T O
 837390
VALLENCOURT CONSTRUCTION TRIBUTARY
UNIT 10
ST RD 200 POLICE LODGE RD
BJ (904)518-8846
YULEE FL 32097

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/09/23		02/10/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/11/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22007562	727968-070-01	DS-1 STRUCTURE PRO#:727968 SB#:00595729 SC#: DS-1	1,835.750	EA	1,835.75
1			22007562	SS03603608B036X	36 36 08 BASE 36 X PRO#:727968 SB#:00595729 SC#: DS-1	.000	EA	.00
1			22007562	727968-072-01	DS-2 STRUCTURE PRO#:727968 SB#:00595729 SC#: DS-2	2,523.220	EA	2,523.22
1			22007562	SR048B05M066X	48 BASE 05 MTR 66 EXT PRO#:727968 SB#:00595729 SC#: DS-2	.000	EA	.00
1			22007562	SR048S05M008O	058X058 SLAB 05 MTR 008 OCT PRO#:727968 SB#:00595729 SC#: DS-2	.000	EA	.00
4			22007562	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	12,870.38
	TAX ►	772.22
	INVOICE TOTAL ►	13,642.60
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26307618

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22007562	727968-073-01	PRO#:727968 SB#:00595729 SC#: DS-2 DS-3 STRUCTURE	2,643.770	EA	2,643.77
1			22007562	SR048B05M072X	PRO#:727968 SB#:00595729 SC#: DS-3 48 BASE 05 MTR 72 EXT	.000	EA	.00
1			22007562	SR048S05M008O	PRO#:727968 SB#:00595729 SC#: DS-3 058X058 SLAB 05 MTR 008 OCT	.000	EA	.00
4			22007562	RJTS0125002	PRO#:727968 SB#:00595729 SC#: DS-3 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			22007562	727968-074-01	PRO#:727968 SB#:00595729 SC#: DS-3 DS-4 STRUCTURE	5,867.640	EA	5,867.64
1			22007562	SS06006008B072X	PRO#:727968 SB#:00595729 SC#: DS-4 60 60 08 BASE 72 X	.000	EA	.00
1			22007562	SS06006008S008N	PRO#:727968 SB#:00595729 SC#: DS-4 60 60 008 SOL SLAB	.000	EA	.00
6			22007562	RJTS0125002	PRO#:727968 SB#:00595729 SC#: DS-4 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

INVOICE

INVOICE NO.

26300696



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
THREE RIVERS CDD C.O VALLENCOURT
CONSTRUCTION CO INC
PO BOX 1889
GREEN COVE SPRINGS FL 32043-1889

S H I P T O
 837390
VALLENCOURT CONSTRUCTION TRIBUTARY
UNIT 10
ST RD 200 POLICE LODGE RD
BJ (904)518-8846
YULEE FL 32097

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/09/23		02/09/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/10/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22004443	727968-058-01	CS-12-A STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-12-A	992.460	EA	992.46
1			22004443	SS02402406B048N	24 24 06 BASE 48 N PRO#:727968 SB#:00595729 SC#: CS-12-A	.000	EA	.00
1			22004443	REBCS000000	EYEBOLTS&CHAINS SET PRO#:727968 SB#:00595729 SC#: CS-12-A	.000	EA	.00
1			22004443	727968-059-01	CS-12-B STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-12-B	1,239.260	EA	1,239.26
1			22004443	SS02402406B072N	24 24 06 BASE 72 N PRO#:727968 SB#:00595729 SC#: CS-12-B	.000	EA	.00
1			22004443	REBCS000000	EYEBOLTS&CHAINS SET PRO#:727968 SB#:00595729	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	22,632.24
	TAX ►	1,357.93
	INVOICE TOTAL ►	23,990.17
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26300696

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22004443	727968-060-01	SC#: CS-12-B CS-12-C STRUCTURE PRO#:727968 SB#:00595729	1,239.260	EA	1,239.26
1			22004443	SS02402406B042N	SC#: CS-12-C 24 24 06 BASE 42 N PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	SS02402406R036N	SC#: CS-12-C 24 24 06 RISER 36 N PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	REBCS000000	SC#: CS-12-C EYEBOLTS&CHAINS SET PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	727968-061-01	SC#: CS-12-C CS-12-D STRUCTURE PRO#:727968 SB#:00595729	1,239.260	EA	1,239.26
1			22004443	SS02402406B042N	SC#: CS-12-D 24 24 06 BASE 42 N PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	SS02402406R036N	SC#: CS-12-D 24 24 06 RISER 36 N PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	REBCS000000	SC#: CS-12-D EYEBOLTS&CHAINS SET PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	727968-064-01	SC#: CS-12-D CS-3 STRUCTURE PRO#:727968 SB#:00595729	1,835.750	EA	1,835.75
1			22004443	SS03603608B036X	SC#: CS-3 36 36 08 BASE 36 X PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	727968-065-01	SC#: CS-3 CS-5 STRUCTURE PRO#:727968 SB#:00595729	850.500	EA	850.50
1			22004443	ETHW0CA0000004T	SC#: CS-5 4.0 TON CATCH ALL HEADWALL PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	727968-069-01	SC#: CS-5 CS-9 STRUCTURE PRO#:727968 SB#:00595729	4,080.710	EA	4,080.71
1			22004443	SS06006008B042X	SC#: CS-9 60 60 08 BASE 42 X PRO#:727968 SB#:00595729	.000	EA	.00
1			22004443	SS06006008S008N	SC#: CS-9 60 60 008 SOL SLAB PRO#:727968 SB#:00595729	.000	EA	.00
6			22004443	RJTS0125002	SC#: CS-9 JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729	.000	EA	.00

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INVOICE

INVOICE NO.
26300696

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22004452	727968-075-01	DS-5 STRUCTURE PRO#:727968 SB#:00595729 SC#: DS-5	850.500	EA	850.50
1			22004452	ETHW0CA0000004T	4.0 TON CATCH ALL HEADWALL PRO#:727968 SB#:00595729 SC#: DS-5	.000	EA	.00
1			22004452	727968-080-01	ES-1 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-1	1,835.750	EA	1,835.75
1			22004452	SS03603608B042X	36 36 08 BASE 42 X PRO#:727968 SB#:00595729 SC#: ES-1	.000	EA	.00
1			22004452	727968-084-01	ES-2 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-2	2,643.770	EA	2,643.77
1			22004452	SR048B05M072X	48 BASE 05 MTR 72 EXT PRO#:727968 SB#:00595729 SC#: ES-2	.000	EA	.00
1			22004452	SR048S05M008O	058X058 SLAB 05 MTR 008 OCT PRO#:727968 SB#:00595729 SC#: ES-2	.000	EA	.00
4			22004452	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: ES-2	.000	EA	.00
1			22004452	727968-085-01	ES-3 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-3	850.500	EA	850.50
1			22004452	ETHW0CA0000004T	4.0 TON CATCH ALL HEADWALL PRO#:727968 SB#:00595729 SC#: ES-3	.000	EA	.00
1			22004452	727968-086-01	ES-4 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-4	1,835.750	EA	1,835.75
1			22004452	SS03603608B042X	36 36 08 BASE 42 X PRO#:727968 SB#:00595729 SC#: ES-4	.000	EA	.00
1			22004452	727968-087-01	ES-5 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-5	2,643.770	EA	2,643.77
1			22004452	SR048B05M066X	48 BASE 05 MTR 66 EXT PRO#:727968 SB#:00595729 SC#: ES-5	.000	EA	.00
1			22004452	SR048S05M008O	058X058 SLAB 05 MTR 008 OCT PRO#:727968 SB#:00595729 SC#: ES-5	.000	EA	.00
4			22004452	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: ES-5	.000	EA	.00

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INVOICE

INVOICE NO.
26300696

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22004452	727968-088-01	ES-6 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-6	495.000	EA	495.00
1			22004452	ETME01504R000001	ME 15 4:1 RCP JAX-434 PRO#:727968 SB#:00595729 SC#: ES-6	.000	EA	.00

INVOICE

INVOICE NO.

26315815



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706
 THREE RIVERS CDD C.O VALLENCOURT
 CONSTRUCTION CO INC
 PO BOX 1889
 GREEN COVE SPRINGS FL 32043-1889

S H I P T O
 837390
 VALLENCOURT CONSTRUCTION TRIBUTARY
 UNIT 10
 ST RD 200 POLICE LODGE RD
 BJ (904)518-8846
 YULEE FL 32097

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/10/23		02/11/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/12/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22016969	727968-082-01	ES-101 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-101	7,953.220	EA	7,953.22
1			22016969	SS07207208B084X	72 72 08 BASE 84 X PRO#:727968 SB#:00595729 SC#: ES-101	.000	EA	.00
1			22016969	SS07207208S010N	72 72 010 SOL SLAB PRO#:727968 SB#:00595729 SC#: ES-101	.000	EA	.00
8			22016969	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: ES-101	.000	EA	.00
1			22017034	727968-055-01	CS-102-A STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-102-A	1,534.500	EA	1,534.50
1			22017034	ETHW0CA0000006T	6.0 TON CATCH ALL HEADWALL	.000	EA	.00

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	11,022.22
	TAX ►	661.33
	INVOICE TOTAL ►	11,683.55
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26315815

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22017034	727968-056-01	PRO#:727968 SB#:00595729 SC#: CS-102-A CS-102-B STRUCTURE	1,534.500	EA	1,534.50
1			22017034	ETHW0CA0000006T	PRO#:727968 SB#:00595729 SC#: CS-102-B 6.0 TON CATCH ALL HEADWALL	.000	EA	.00
					PRO#:727968 SB#:00595729 SC#: CS-102-B			

INVOICE

INVOICE NO.
26322979



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY PH1B ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/11/23		02/12/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/13/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22020484	727968-109-01	DS-10 STRUCTURE PRO#:727968 SB#:00595729 SC#: DS-10	5,349.290	EA	5,349.29
1			22020484	SR060B06M066X	60 BASE 06 MTR 66 EXT PRO#:727968 SB#:00595729 SC#: DS-10	.000	EA	.00
1			22020484	SR060R06M072N	60 RISER 06 MTR 72 N PRO#:727968 SB#:00595729 SC#: DS-10	.000	EA	.00
1			22020484	SR060S06M008N	60 SLAB 06 MTR 008 SOL PRO#:727968 SB#:00595729 SC#: DS-10	.000	EA	.00
4			22020484	RJTS0125002	JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729 SC#: DS-10	.000	EA	.00
1			22020484	727968-110-01	DS-11 STRUCTURE	7,279.250	EA	7,279.25

Continued On Next Page

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ▶	22,576.89
	TAX ▶	1,354.61
	INVOICE TOTAL ▶	23,931.50
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26322979

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22020484	SR060B06M060X	PRO#:727968 SB#:00595729 SC#: DS-11 60 BASE 06 MTR 60 EXT	.000	EA	.00
1			22020484	SR060R06M078N	PRO#:727968 SB#:00595729 SC#: DS-11 60 RISER 06 MTR 78 N	.000	EA	.00
1			22020484	SR060S06M008N	PRO#:727968 SB#:00595729 SC#: DS-11 60 SLAB 06 MTR 008 SOL	.000	EA	.00
4			22020484	RJTS0125002	PRO#:727968 SB#:00595729 SC#: DS-11 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			22020534	727968-104-01	PRO#:727968 SB#:00595729 SC#: DS-11 CS-13 STRUCTURE	4,080.710	EA	4,080.71
1			22020534	SS06006008B054X	PRO#:727968 SB#:00595729 SC#: CS-13 60 60 08 BASE 54 X	.000	EA	.00
1			22020534	SS06006008S008N	PRO#:727968 SB#:00595729 SC#: CS-13 60 60 008 SOL SLAB	.000	EA	.00
6			22020534	RJTS0125002	PRO#:727968 SB#:00595729 SC#: CS-13 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			22020534	727968-105-01	PRO#:727968 SB#:00595729 SC#: CS-15 CS-15 STRUCTURE	5,867.640	EA	5,867.64
1			22020534	SS06006008B090X	PRO#:727968 SB#:00595729 SC#: CS-15 60 60 08 BASE 90 X	.000	EA	.00
1			22020534	SS06006008S008N	PRO#:727968 SB#:00595729 SC#: CS-15 60 60 008 SOL SLAB	.000	EA	.00
6			22020534	RJTS0125002	PRO#:727968 SB#:00595729 SC#: CS-15 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

INVOICE

INVOICE NO.
26329592



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY PH1B ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/12/23		02/15/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/16/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22027893	727968-101-01	CS-1-B STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-1-B	1,613.020	EA	1,613.02
1			22027893	SS02402406B072N	24 24 06 BASE 72 N PRO#:727968 SB#:00595729 SC#: CS-1-B	.000	EA	.00
1			22027893	SS02402406R036N	24 24 06 RISER 36 N PRO#:727968 SB#:00595729 SC#: CS-1-B	.000	EA	.00
1			22027893	REBCS000000	EYEBOLTS&CHAINS SET PRO#:727968 SB#:00595729 SC#: CS-1-B	.000	EA	.00
1			22027893	727968-103-01	CS-12 STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-12	4,167.240	EA	4,167.24
1			22027893	SR072B07M066X	72 BASE 07 MTR 66 EXT PRO#:727968 SB#:00595729	.000	EA	.00

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THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ▶	19,214.79
	TAX ▶	1,152.89
	INVOICE TOTAL ▶	20,367.68
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE



INVOICE

INVOICE NO.
26329592

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22027893	SR072S07M008N	SC#: CS-12 72 SLAB 07 MTR 008 SOL PRO#:727968 SB#:00595729	.000	EA	.00
6			22027893	RJTS0125002	SC#: CS-12 JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729	.000	EA	.00
1			22027893	727968-106-01	SC#: CS-12 CS-16 STRUCTURE PRO#:727968 SB#:00595729	3,435.470	EA	3,435.47
1			22027893	SR072B07M096X	SC#: CS-16 72 BASE 07 MTR 96 EXT PRO#:727968 SB#:00595729	.000	EA	.00
1			22027893	SR072S07M008N	SC#: CS-16 72 SLAB 07 MTR 008 SOL PRO#:727968 SB#:00595729	.000	EA	.00
6			22027893	RJTS0125002	SC#: CS-16 JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729	.000	EA	.00
1			22027963	727968-100-01	SC#: CS-16 CS-1-A STRUCTURE PRO#:727968 SB#:00595729	992.460	EA	992.46
1			22027963	SS02402406B054N	SC#: CS-1-A 24 24 06 BASE 54 N PRO#:727968 SB#:00595729	.000	EA	.00
1			22027963	REBCS000000	SC#: CS-1-A EYEBOLTS&CHAINS SET PRO#:727968 SB#:00595729	.000	EA	.00
1			22027963	727968-102-01	SC#: CS-1-A CS-1 STRUCTURE PRO#:727968 SB#:00595729	3,002.200	EA	3,002.20
1			22027963	SR048B05M090X	SC#: CS-1 48 BASE 05 MTR 90 EXT PRO#:727968 SB#:00595729	.000	EA	.00
1			22027963	SR048S05M008O	SC#: CS-1 058X058 SLAB 05 MTR 008 OCT PRO#:727968 SB#:00595729	.000	EA	.00
4			22027963	RJTS0125002	SC#: CS-1 JOINT SEALANT RAMNEK 1 1/4 PIE CE PRO#:727968 SB#:00595729	.000	EA	.00
1			22027963	727968-107-01	SC#: CS-1 CS-2 STRUCTURE PRO#:727968 SB#:00595729	3,002.200	EA	3,002.20
1			22027963	SR048B05M090X	SC#: CS-2 48 BASE 05 MTR 90 EXT PRO#:727968 SB#:00595729	.000	EA	.00
1			22027963	SR048S05M008O	SC#: CS-2 058X058 SLAB 05 MTR 008 OCT PRO#:727968 SB#:00595729	.000	EA	.00

Continued On Next Page



INVOICE

INVOICE NO.
26329592

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
4			22027963	RJTS0125002	PRO#:727968 SB#:00595729 SC#: CS-2 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00
1			22027963	727968-108-01	PRO#:727968 SB#:00595729 SC#: CS-2 CS-4 STRUCTURE	3,002.200	EA	3,002.20
1			22027963	SR048B05M054X	PRO#:727968 SB#:00595729 SC#: CS-4 48 BASE 05 MTR 54 EXT	.000	EA	.00
1			22027963	SR048R05M048N	PRO#:727968 SB#:00595729 SC#: CS-4 48 RISER 05 MTR 48 N	.000	EA	.00
1			22027963	SR048S05M008O	PRO#:727968 SB#:00595729 SC#: CS-4 058X058 SLAB 05 MTR 008 OCT	.000	EA	.00
8			22027963	RJTS0125002	PRO#:727968 SB#:00595729 SC#: CS-4 JOINT SEALANT RAMNEK 1 1/4 PIE CE	.000	EA	.00

INVOICE

INVOICE NO.

26344065



RINKER MATERIALS
P.O. BOX 936217
ATLANTA, GA 31193-6217

B I L L T O
 714706 **THREE RIVERS CDD C.O VALLENCOURT**
CONSTRUCTION CO INC
PO BOX 1889
GREEN COVE SPRINGS FL 32043-1889

S H I P T O
 837390 **VALLENCOURT CONSTRUCTION TRIBUTARY**
UNIT 10
ST RD 200 POLICE LODGE RD
BJ (904)518-8846
YULEE FL 32097

CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/16/23		02/17/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/18/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22038325	727968-081-01	ES-100 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-100	1,534.500	EA	1,534.50
1			22038325	ETHW0CA0000006T	6.0 TON CATCH ALL HEADWALL PRO#:727968 SB#:00595729 SC#: ES-100	.000	EA	.00
1			22038325	727968-083-01	ES-102 STRUCTURE PRO#:727968 SB#:00595729 SC#: ES-102	1,534.500	EA	1,534.50
1			22038325	ETHW0CA0000006T	6.0 TON CATCH ALL HEADWALL PRO#:727968 SB#:00595729 SC#: ES-102	.000	EA	.00

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ▶	3,069.00
	TAX ▶	184.14
	INVOICE TOTAL ▶	3,253.14
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE

INVOICE

INVOICE NO.
26337328



R E M I T T O	RINKER MATERIALS
	P.O. BOX 936217
	ATLANTA, GA 31193-6217

B I L L T O	714706	THREE RIVERS CDD C.O VALLENCOURT CONSTRUCTION CO INC PO BOX 1889 GREEN COVE SPRINGS FL 32043-1889
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S H I P T O	837390	VALLENCOURT CONSTRUCTION TRIBUTARY UNIT 10 ST RD 200 POLICE LODGE RD BJ (904)518-8846 YULEE FL 32097
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CUSTOMER P.O.NUMBER	ORDER DATE	REF NO.	DATE DUE	DUNS NUMBER
SIGNED QUOTE	01/16/23		02/16/23	

INVOICE SHIP DATE	SHIP VIA	TERMS	TAX ID
01/17/23	.	Net 30	85-8017721120C-0

ORDERED	SHIPPED	PIECES	SO #	ITEM NO.	DESCRIPTION	PRICE	U/M	AMOUNT
1			22036476	727968-150-01	CS-101 STRUCTURE PRO#:727968 SB#:00595729 SC#: CS-101	13,038.140	EA	13,038.14
1			22036476	SS10810808B096X	108 108 08 BASE 96 X PRO#:727968 SB#:00595729 SC#: CS-101	.000	EA	.00
1			22036477	SS10810808S012N	108 108 012 SOL SLAB PRO#:727968 SB#:00595729 SC#: CS-101	.000	EA	.00

THIS MATERIAL SHIPPED FROM PLANT NUMBER: 6225 RINKER MATERIALS - GREEN COVE SPRINGS 4210 US-17 GREEN COVE SPRINGS FL 32043 Tel: (904)770-3301 Fax: (000)000-0000	SUB-TOTAL ►	13,038.14
	TAX ►	782.29
	INVOICE TOTAL ►	13,820.43
	USD DOLLARS	PLEASE PAY FROM THIS INVOICE






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 182 Rinker

Final Audit Report

2023-02-09

Created:	2023-02-09
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAEf-rmiRJ1Suu_uJBo69lJP_48RcylalH

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 182 Rinker" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-02-09 - 6:41:46 PM GMT- IP address: 170.249.159.100
-  Document emailed to Carolina Aristimuno (gkern@greenpointellc.com) for signature
2023-02-09 - 6:42:10 PM GMT
-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-02-09 - 8:22:48 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-02-09 - 8:23:09 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-02-09 - 8:23:09 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3B11

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 183**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **183**
- (2) Name of Payee pursuant to Acquisition Agreement:
England-Thims & Miller, Inc.
First Citizens
ABA Routing #053100300
Jacksonville, FL
Account #9061592290 - England, Thims & Miller, Inc.
- (3) Amount Payable: **\$ 25,111.53**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

Invoice 206926 Unit 10 CEI Services (WA#15) (Jan 2003)	\$4,272.40
Invoice 206921 Tax Exempt Purchase Administration (Unit B) (WA#14) (Jan 2023)	\$1,860.00
Invoice 206911 Three Rivers CDD-Edwards Road Water Main Surveying/Design/Permitting (Jan 2023)	\$3,142.00
Invoice 206910 Tributary Unit 8 CEI (WA#8) (Jan 2023)	\$9,915.88
Invoice 206900 Master Site Planning (WA#17) (Jan 2023)	\$5,921.25
TOTAL REQUISITION 183	\$25,111.53

- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
SERIES 2021B (SOUTH ASSESSMENT AREA)
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer,
- or


- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.


**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
_____ Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


_____ District Engineer
February 15, 2023



Ernesto Torres
 Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

February 06, 2023
 Project No: 22443.00000
 Invoice No: 0206926

Project 22443.00000 Three Rivers CDD-Unit 10 CEI Services (WA#15)

Professional Services rendered through January 28, 2023

Task 01 Limited Construction Administration Services

Professional Personnel

			Hours	Rate	Amount
Principal - Vice President					
Wild, Scott	1/7/2023		1.75	257.00	449.75
Wild, Scott	1/14/2023		1.00	257.00	257.00
Wild, Scott	1/21/2023		1.00	257.00	257.00
Engineer					
McDaniel, Reid	1/14/2023		1.00	165.00	165.00
McDaniel, Reid	1/21/2023		2.00	165.00	330.00
Project Manager					
Milligan, Neal	1/14/2023		3.50	190.00	665.00
CEI Project Manager					
Donchez, James	1/7/2023		.50	175.00	87.50
Donchez, James	1/28/2023		.50	175.00	87.50
Engineering/Landscape Designer					
Dreher, Al	12/3/2022		3.00	140.00	420.00
Dreher, Al	12/17/2022		1.25	140.00	175.00
Dreher, Al	1/14/2023		2.00	140.00	280.00
Totals			17.50		3,173.75
Total Labor					3,173.75

	Current	Prior	To-Date
Total Billings	3,173.75	5,232.50	8,406.25
Contract Limit			65,520.00
Remaining			57,113.75
Total this Task			\$3,173.75

Task 02 Progress Meetings

Professional Personnel

			Hours	Rate	Amount
Principal - Vice President					
Wild, Scott	1/14/2023		1.00	257.00	257.00

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14776 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-842-8890 • fax 904-848-9485
 CA-00002584 LC-0000316

Wild, Scott	1/28/2023	1.00	257.00	257.00
Project Manager				
Schroeder, Alek	1/7/2023	.75	190.00	142.50
CEI Sr. Inspector				
Brooks, Jeffrey	1/14/2023	1.50	155.00	232.50
Totals		4.25		889.00
Total Labor				889.00

	Current	Prior	To-Date	
Total Billings	889.00	1,701.50	2,590.50	
Contract Limit			12,960.00	
Remaining			10,369.50	
			Total this Task	\$889.00

Task 03 Owner Requested Plan Revisions
Professional Personnel

		Hours	Rate	Amount
Project Manager				
Milligan, Neal	1/14/2023	1.00	190.00	190.00
Totals		1.00		190.00
Total Labor				190.00

	Current	Prior	To-Date	
Total Billings	190.00	9,650.00	9,840.00	
Contract Limit			10,000.00	
Remaining			160.00	
			Total this Task	\$190.00

Task 04 Reimbursable Expenses
Unit Billing

2023 Mileage				19.65
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	Current	Prior	To-Date	
Total Billings	19.65	18.75	38.40	
Contract Limit			500.00	
Remaining			461.60	
			Total this Task	\$19.65

Invoice Total this Period \$4,272.40



Ernesto Torres
 Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

February 06, 2023
 Project No: 22418.00000
 Invoice No: 0206921

Project 22418.00000 Three Rivers CDD-Tax Exempt Purchase Administration-Unit B
 (WA#14)

Professional Services rendered through January 28, 2023

Task 01 CDD Tax Exempt Purchase Administration

Professional Personnel

		Hours	Rate	Amount
CEI Sr. Inspector				
Ellins, Jason	1/7/2023	3.00	155.00	465.00
Ellins, Jason	1/14/2023	4.00	155.00	620.00
Ellins, Jason	1/21/2023	5.00	155.00	775.00
	Totals	12.00		1,860.00
	Total Labor			1,860.00

	Current	Prior	To-Date
Total Billings	1,860.00	3,907.50	5,767.50
Contract Limit			25,000.00
Remaining			19,232.50
			Total this Task
			\$1,860.00

Task	XP	Reimbursable Expenses		
		Current	Prior	To-Date
Total Billings		0.00	0.00	0.00
Contract Limit				500.00
Remaining				500.00
				Total this Task
				0.00

Invoice Total this Period **\$1,860.00**



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

February 06, 2023
 Project No: 22336.00000
 Invoice No: 0206911

Project 22336.00000 Three Rivers CDD-Edwards Road Watermain CEI Services (WA#9)

Professional Services rendered through January 28, 2023

Task	01	Limited Construction Administration Services		
		Current	Prior	To-Date
Total Billings		0.00	0.00	0.00
Contract Limit				20,160.00
Remaining				20,160.00
Total this Task				0.00

Task	02	Owner Requested Plan Revisions		
Professional Personnel				
		Hours	Rate	Amount
Principal - Vice President				
Wild, Scott	1/14/2023	7.00	257.00	1,799.00
Administrative Support				
Blair, Shelley	1/14/2023	2.50	90.00	225.00
Blair, Shelley	1/21/2023	1.00	90.00	90.00
Totals		10.50		2,114.00
Total Labor				2,114.00
		Current	Prior	To-Date
Total Billings		2,114.00	87.50	2,201.50
Contract Limit				5,000.00
Remaining				2,798.50
Total this Task				\$2,114.00

Task	03	RFP Process		
Professional Personnel				
		Hours	Rate	Amount
Principal - Vice President				
Wild, Scott	1/7/2023	1.00	257.00	257.00
Wild, Scott	1/21/2023	3.00	257.00	771.00
Totals		4.00		1,028.00
Total Labor				1,028.00

	Current	Prior	To-Date
Total Billings	1,028.00	3,791.00	4,819.00
Contract Limit			5,000.00
Remaining			181.00
		Total this Task	\$1,028.00

Task	04	Reimbursable Expenses	Current	Prior	To-Date
Total Billings			0.00	0.00	0.00
Contract Limit					1,500.00
Remaining					1,500.00
				Total this Task	0.00

Invoice Total this Period **\$3,142.00**



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

February 06, 2023
 Project No: 22324.00000
 Invoice No: 0206910

Project 22324.00000 Tributary Unit 8 CEI (WA#8)

Professional Services rendered through January 28, 2023

Task 01 Limited Construction Administration Services

Professional Personnel

			Hours	Rate	Amount
Principal - Vice President					
Wild, Scott	1/7/2023		1.75	257.00	449.75
Wild, Scott	1/21/2023		1.00	257.00	257.00
Engineer					
Bolatete, Nicole	1/14/2023		.50	165.00	82.50
Project Manager					
Milligan, Neal	1/28/2023		2.50	190.00	475.00
CEI Project Manager					
Donchez, James	1/7/2023		1.00	175.00	175.00
Donchez, James	1/14/2023		.50	175.00	87.50
Donchez, James	1/21/2023		.50	175.00	87.50
Donchez, James	1/28/2023		.50	175.00	87.50
CEI Sr. Inspector					
Brooks, Jeffrey	1/7/2023		1.00	155.00	155.00
CEI Inspector					
Steeple, Travis	12/3/2022		3.00	125.00	375.00
Steeple, Travis	12/10/2022		3.00	125.00	375.00
Steeple, Travis	12/17/2022		3.00	125.00	375.00
Steeple, Travis	12/24/2022		3.00	125.00	375.00
Steeple, Travis	1/7/2023		3.00	125.00	375.00
Steeple, Travis	1/14/2023		3.00	125.00	375.00
Steeple, Travis	1/21/2023		4.00	125.00	500.00
Steeple, Travis	1/28/2023		3.00	125.00	375.00
Engineering/Landscape Designer					
Dreher, Al	1/21/2023		2.50	140.00	350.00
Dreher, Al	1/28/2023		2.25	140.00	315.00
	Totals		39.00		5,646.75
	Total Labor				5,646.75

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14776 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-842-8890 • fax 904-848-9485
 CA-00002584 LC-0000316

	Current	Prior	To-Date
Total Billings	5,646.75	6,957.50	12,604.25
Contract Limit			59,520.00
Remaining			46,915.75
	Total this Task		\$5,646.75

Task 02 Progress Meetings

Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Wild, Scott	1/7/2023	1.00	257.00	257.00
Wild, Scott	1/14/2023	.50	257.00	128.50
Project Manager				
Schroeder, Alek	1/7/2023	1.50	190.00	285.00
Schroeder, Alek	1/14/2023	1.00	190.00	190.00
Schroeder, Alek	1/21/2023	.25	190.00	47.50
Schroeder, Alek	1/28/2023	.75	190.00	142.50
CEI Sr. Inspector				
Brooks, Jeffrey	1/14/2023	1.50	155.00	232.50
Brooks, Jeffrey	1/28/2023	2.00	155.00	310.00
Totals		8.50		1,593.00
Total Labor				1,593.00

	Current	Prior	To-Date
Total Billings	1,593.00	6,909.50	8,502.50
Contract Limit			12,960.00
Remaining			4,457.50
	Total this Task		\$1,593.00

Task 03 Owner Requested Plan Revisions

Professional Personnel

		Hours	Rate	Amount
Project Manager				
Milligan, Neal	1/14/2023	2.50	190.00	475.00
Milligan, Neal	1/21/2023	2.50	190.00	475.00
Milligan, Neal	1/28/2023	1.00	190.00	190.00
Totals		6.00		1,140.00
Total Labor				1,140.00

	Current	Prior	To-Date
Total Billings	1,140.00	2,373.00	3,513.00
Contract Limit			10,000.00
Remaining			6,487.00
	Total this Task		\$1,140.00

Task 04 RFP Process

England-Thimys & Miller, Inc.

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 CA-00002584 LC-0000316

Professional Personnel

		Hours	Rate	Amount
Principal - Vice President				
Wild, Scott	1/14/2023	1.00	257.00	257.00
Project Manager				
Schroeder, Alek	1/14/2023	5.00	190.00	950.00
Schroeder, Alek	1/21/2023	.75	190.00	142.50
Schroeder, Alek	1/28/2023	.25	190.00	47.50
Adminstrative Support				
Blair, Shelley	1/21/2023	1.00	90.00	90.00
Totals		8.00		1,487.00
Total Labor				1,487.00

	Current	Prior	To-Date
Total Billings	1,487.00	5,604.50	7,091.50
Contract Limit			7,500.00
Remaining			408.50
			Total this Task
			\$1,487.00

 Task 05 Reimbursable Expenses

Unit Billing

2023 Mileage **49.13**

	Current	Prior	To-Date
Total Billings	49.13	175.00	224.13
Contract Limit			1,500.00
Remaining			1,275.87
			Total this Task
			\$49.13

Invoice Total this Period **\$9,915.88**



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

February 06, 2023
 Project No: 22121.00000
 Invoice No: 0206900

Project 22121.00000 Three Rivers CDD - (WA#17) MASTER SITE PLANNING

Professional Services rendered through January 28, 2023

Task 01 Master Site Planning

Professional Personnel

			Hours	Rate	Amount
Sr. Landscape Architect					
Clark, Ryan	1/7/2023		10.25	175.00	1,793.75
Clark, Ryan	1/14/2023		2.00	175.00	350.00
Totals			12.25		2,143.75
Total Labor					2,143.75

	Current	Prior	To-Date
Total Billings	2,143.75	20,691.00	22,834.75
Contract Limit			25,000.00
Remaining			2,165.25
Total this Task			\$2,143.75

Task 02 Master Plan Coordination

Professional Personnel

			Hours	Rate	Amount
Engineer					
Bolatete, Nicole	12/10/2022		1.00	165.00	165.00
Bolatete, Nicole	1/21/2023		1.00	165.00	165.00
Bolatete, Nicole	1/28/2023		.50	165.00	82.50
Project Manager					
Milligan, Neal	12/24/2022		1.50	190.00	285.00
Milligan, Neal	1/7/2023		2.00	190.00	380.00
Milligan, Neal	1/14/2023		4.00	190.00	760.00
Milligan, Neal	1/21/2023		1.00	190.00	190.00
Milligan, Neal	1/28/2023		3.50	190.00	665.00
Planner					
Dendor, Casey	1/7/2023		7.00	155.00	1,085.00
Totals			21.50		3,777.50
Total Labor					3,777.50

England-Thimys & Miller, Inc.

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 CA-00002584 LC-0000316

	Current	Prior	To-Date
Total Billings	3,777.50	9,618.25	13,395.75
Contract Limit			15,000.00
Remaining			1,604.25
		Total this Task	\$3,777.50

Task	XP	Expenses	
			Total this Task
			0.00

Invoice Total this Period **\$5,921.25**

England-Thimys & Miller, Inc.

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 CA-00002584 LC-0000316

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3B111

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 184**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **184**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 566,110.69**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Phase 1B, Unit 8 – Application for Payment No. 4 (Jan 2023)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**



District Engineer

February 15, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 01/01/2023

Period To: 01/31/2023

To: Three Rivers Developers, LLC.
England Thims & Miller, Inc
14775 Old Saint Augustine Road
Jacksonville, FL 32258

VCC Project #: 2022-51

Project #:

Three Rivers Developers, LL... Subcontract #:

Application #: 4

Attn.: Scott Wild

Project Description: **TRIBUTARY UNIT 8**
Estuary Way
Yulee, FL

ORIGINAL CONTRACT AMOUNT.....	\$	6,720,808.90
CHANGE ORDERS TO DATE.....	\$	-744,518.24
REVISED CONTRACT AMOUNT.....	\$	5,976,290.66
PERCENTAGE COMPLETE.....	41.19%	
WORK COMPLETE TO DATE.....	\$	2,461,701.88
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	2,461,701.88
LESS RETAINAGE.....	\$	123,085.11
TOTAL EARNED LESS RETAINAGE.....	\$	2,338,616.77
LESS PREVIOUS BILLINGS.....	\$	1,772,506.08
CURRENT DUE.....	\$	566,110.69

Account Summary:	Sales This Period	Sales To Date
Gross:	595,906.00	2,461,701.88
Retainage:	29,795.31	123,085.11
Net:	566,110.69	2,338,616.77



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE

TO: Three Rivers Developers, LLC.
 England Thims & Miller, Inc, 14775 Old Saint Augustine Road
 Jacksonville, FL 32258

PROJECT: TRIBUTARY UNIT 8

APPLICATION NO: 4

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

PERIOD TO: 01/31/2023

FROM: Vallengourt Construction Co. Inc.
 449 Center Street
 Green Cove Springs, FL 32043

CONTRACTOR'S
 PROJECT NO: 2022-51

CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$-744,518.24
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$-744,518.24

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallengourt Construction Co. Inc. Tim Gaddis, Project Manager
 By: *Tim Gaddis* Date: 02/04/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$	6,720,808.90
2. Net change by Change Orders.....	\$	-744,518.24
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	5,976,290.66
4. TOTAL COMPLETED & STORED TO DATE.....	\$	2,461,701.88
(Column G on G703)		
5. RETAINAGE:		
a. 5.00 % of Completed Work	\$	123,085.11
(Column D + E on G703)		
b. 5.00 % of Stored Materials	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or Total in Column 1 of G703).....	\$	123,085.11
6. TOTAL EARNED LESS RETAINAGE.....	\$	2,338,616.77
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$	1,772,506.08
8. CURRENT PAYMENT DUE.....	\$	566,110.69
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$	3,837,673.89
(Line 3 less Line 6)		

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED \$ 566,110.69
 (Attach explanation if amount certified differs from the amount applied for.)
 ENGINEER: *Sarah D. Will*
 By: _____ Date: 2/15/2023
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers Developers, LLC.
TRIBUTARY UNIT 8**

Yulee, FL

APPLICATION NUMBER: **4**
APPLICATION DATE: **02/04/2023**
PERIOD TO: **01/31/2023**
VCC PROJECT #: **2022-51**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	MOBILIZATION & GENERAL CONDITIONS	\$204,077.97	\$121,681.65	\$8,359.05	\$0.00	\$130,040.70	63.72%	\$74,037.27	\$6,502.04
2	NPDES	\$51,978.48	\$16,228.79	\$3,270.26	\$0.00	\$19,499.05	37.51%	\$32,479.43	\$974.95
3	SURVEY & AS-BUILTS	\$58,341.14	\$10,501.40	\$3,500.47	\$0.00	\$14,001.87	24.00%	\$44,339.27	\$700.10
4	EROSION CONTROL	\$8,962.78	\$6,292.14	\$190.76	\$0.00	\$6,482.90	72.33%	\$2,479.88	\$324.15
5	MOT	\$6,962.63	\$2,158.42	\$487.38	\$0.00	\$2,645.80	38.00%	\$4,316.83	\$132.29
6	POND EXCAVATION	\$1,027,403.96	\$759,833.01	\$50,673.43	\$0.00	\$810,506.44	78.89%	\$216,897.52	\$40,525.31
7	EARTHWORK	\$1,373,307.23	\$779,928.96	\$56,520.92	\$0.00	\$836,449.88	60.91%	\$536,857.35	\$41,822.50
8	GRASSING	\$57,663.18	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,663.18	\$0.00
9	SUBSOIL STABILIZATION	\$191,067.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$191,067.83	\$0.00
10	BASE	\$353,612.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$353,612.20	\$0.00
11	ASPHALT	\$82,568.56	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$82,568.56	\$0.00
12	STRIPING & SIGNAGE	\$29,147.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,147.69	\$0.00
13	CONCRETE	\$124,195.94	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$124,195.94	\$0.00
14	STORM DRAINAGE	\$634,385.76	\$246,885.55	\$13,944.48	\$0.00	\$260,830.03	41.12%	\$373,555.73	\$13,041.50
15	GRAVITY SEWER	\$569,895.63	\$0.00	\$452,704.94	\$0.00	\$452,704.94	79.44%	\$117,190.69	\$22,635.25
16	FORCE MAIN	\$12,383.59	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,383.59	\$0.00
17	WATER MAIN	\$883,820.55	\$0.00	\$169,548.94	\$0.00	\$169,548.94	19.18%	\$714,271.61	\$8,477.45
18	REUSE MAIN	\$671,528.78	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$671,528.78	\$0.00
19	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
20	SLEEVING UNDER PAVEMENT	\$229,505.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$229,505.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$6,720,808.90	\$1,943,509.92	\$759,200.63	\$0.00	\$2,702,710.55	40.21%	\$4,018,098.35	\$135,135.54
	CHANGE ORDERS								
		\$-744,518.24	\$-77,714.04	\$-163,294.63	\$0.00	\$-241,008.67	32.37%	\$-503,509.57	\$-12,050.43
		\$-744,518.24	\$-77,714.04	\$-163,294.63	\$0.00	\$-241,008.67	32.37%	\$-503,509.57	\$-12,050.43
	TOTAL----->	\$5,976,290.66	\$1,865,795.88	\$595,906.00	\$0.00	\$2,461,701.88	41.19%	\$3,514,588.78	\$123,085.11

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$566,110.69, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 01/31/2023 on the job of Three Rivers Developers, LLC. to the following described property :

Project: TRIBUTARY UNIT 8
Location: Estuary Way, Yulee, FL
Invoice#: _____

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 02/04/2023

Lienor's Name: Vallencourt Construction Co. Inc.
Address: 449 Center Street
Green Cove Springs, FL 32043
Phone: (904) 291-9330

By: Tim Gaddis

Printed Name: Tim Gaddis
Title: Project Manager

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____
by _____ of _____, a _____, on behalf of the corporation.

Personally known _____ or Produced Identification _____ Type of Identification _____

Notary Public

*NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996).
Effective October 1, 1996, a person may not require a lienor to furnish a waiver
or release of lien that is different from the statutory form.*

Title	2022-51 - PayApp - TRIBUTARY UNIT 8 - Vallencourt Construction Co. Inc. - Jan2023
File name	202251_PayApp_TRIBUTARYUNIT8_VallencourtConstructionCoInc_Jan2023.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

Created	02/04/2023 07:58:33 EST Created by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42
Signed	02/04/2023 08:23:11 EST Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

This audit trail provides a detailed history of the online activity, events, and signatures recorded for this document, in compliance with the E-SIGN Act. All parties have chosen to use electronic documents and to sign them electronically. These electronic records and signatures carry the same weight and have the same legal effect as traditional paper documents and wet ink signatures.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BIV

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 185**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **185**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 39,831.62**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Phase 1B, Unit 10 – Application for Payment No. 3 (Dec 2022)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

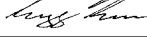
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**



District Engineer

February 15, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 12/01/2022

Period To: 12/31/2022

Invoice #:

To: Three Rivers Developers, LLC
England Thims & Miller, Inc
14775 Old Saint Augustine Road
Jacksonville, FL 32258

VCC Project #: 2022-69

Project #:

Subcontract #:

Application #: 3

Attn.: SCOTT WILD

**Project Description: TRIBUTARY UNIT 10
Estuary Way
Yulee, FL**

Clearing (Spine) ORIGINAL CONTRACT AMOUNT.....	\$	9,795,007.44
CHANGE ORDERS TO DATE.....	\$	0.00
REVISED CONTRACT AMOUNT.....	\$	9,795,007.44
PERCENTAGE COMPLETE..... 2.99%		
WORK COMPLETE TO DATE.....	\$	292,822.73
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	292,822.73
LESS RETAINAGE.....	\$	14,641.13
TOTAL EARNED LESS RETAINAGE.....	\$	278,181.60
LESS PREVIOUS BILLINGS.....	\$	238,349.98
CURRENT DUE.....	\$	39,831.62

Account Summary:	Sales	Sales
	This Period	To Date
Gross:	41,928.02	292,822.73
Retainage:	2,096.40	14,641.13
Net:	39,831.62	278,181.60



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE

TO: Three Rivers Developers, LLC
 England Thims & Miller, Inc, 14775 Old Saint Augustine Road
 Jacksonville, FL 32258

PROJECT: TRIBUTARY UNIT 10

APPLICATION NO: 3

PERIOD TO: 12/31/2022

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

FROM: Vallencourt Construction Co. Inc.
 449 Center Street
 Green Cove Springs, FL 32043

CONTRACTOR'S
 PROJECT NO: 2022-69
 CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallencourt Construction Co. Inc. Tim Gaddis, Project Manager
 By: Tim Gaddis Date: 01/03/2023

Application is made for Payment, as shown below in connection with the Contract. Continuation Sheet, AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$	9,795,007.44
2. Net change by Change Orders.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$	9,795,007.44
4. TOTAL COMPLETED & STORED TO DATE.....	\$	292,822.73
(Column G on G703)		
5. RETAINAGE:		
a. 5.00 % of Completed Work	\$	14,641.13
(Column D + E on G703)		
b. 5.00 % of Stored Materials	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or Total in Column 1 of G703).....	\$	14,641.13
6. TOTAL EARNED LESS RETAINAGE.....	\$	278,181.60
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$	238,349.98
8. CURRENT PAYMENT DUE.....	\$	39,831.62
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$	9,516,825.64
(Line 3 less Line 6)		

ENGINEER'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED..... \$ 39,831.62
 (Attach explanation if amount certified differs from the amount applied for.)
 ENGINEER: [Signature]
 By: [Signature] Date: 2/11/2023
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702. APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers Developers, LLC
TRIBUTARY UNIT 10**

Yulee, FL

APPLICATION NUMBER: **3**
APPLICATION DATE: **01/03/2023**
PERIOD TO: **12/31/2022**
VCC PROJECT #: **2022-69**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
	MOBILIZATION & GENERAL CONDITIONS	\$276,007.57	\$141,799.83	\$9,105.81	\$0.00	\$150,905.64	54.67%	\$125,101.93	\$7,545.27
	NPDES	\$40,619.92	\$5,152.43	\$2,501.28	\$0.00	\$7,653.71	18.84%	\$32,966.21	\$382.68
	SURVEY & AS-BUILTS	\$62,369.53	\$4,296.74	\$1,983.11	\$0.00	\$6,279.85	10.07%	\$56,089.68	\$314.00
	EROSION CONTROL	\$8,176.79	\$7,999.00	\$0.00	\$0.00	\$7,999.00	97.83%	\$177.79	\$399.95
	MOT	\$7,466.93	\$970.70	\$448.02	\$0.00	\$1,418.72	19.00%	\$6,048.21	\$70.94
	POND EXCAVATION	\$1,202,165.34	\$20,883.23	\$10,441.61	\$0.00	\$31,324.84	2.61%	\$1,170,840.50	\$1,566.24
	EARTHWORK	\$1,783,173.28	\$69,792.78	\$17,448.19	\$0.00	\$87,240.97	4.89%	\$1,695,932.31	\$4,362.05
	GRASSING	\$156,445.85	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$156,445.85	\$0.00
	SUBSOIL STABILIZATION	\$252,182.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$252,182.50	\$0.00
	BASE	\$428,639.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$428,639.70	\$0.00
	ASPHALT	\$173,815.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$173,815.20	\$0.00
	STRIPING & SIGNAGE	\$19,624.97	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,624.97	\$0.00
	CONCRETE	\$217,494.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$217,494.80	\$0.00
	HARDSCAPE	\$278,177.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$278,177.70	\$0.00
	STORM DRAINAGE	\$1,065,594.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,065,594.50	\$0.00
	GRAVITY SEWER	\$907,018.51	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$907,018.51	\$0.00
	LIFT STATION	\$747,356.24	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$747,356.24	\$0.00
	FORCE MAIN	\$238,230.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$238,230.69	\$0.00
	WATER MAIN	\$842,878.47	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$842,878.47	\$0.00
	REUSE MAIN	\$729,723.95	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$729,723.95	\$0.00
	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
	SLEEVING UNDER PAVEMENT	\$207,845.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$207,845.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$9,795,007.44	\$250,894.71	\$41,928.02	\$0.00	\$292,822.73	2.99%	\$9,502,184.71	\$14,641.13
	CHANGE ORDERS								
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
	TOTAL----->	\$9,795,007.44	\$250,894.71	\$41,928.02	\$0.00	\$292,822.73	2.99%	\$9,502,184.71	\$14,641.13

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$39,831.62, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 12/31/2022 on the job of Three Rivers Developers, LLC to the following described property :

Project: TRIBUTARY UNIT 10
Location: Estuary Way, Yulee, FL
Invoice#: _____

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 01/03/2023

Lienor's Name: Vallencourt Construction Co. Inc.
Address: 449 Center Street
Green Cove Springs, FL 32043
Phone: (904) 291-9330

By: Tim Gaddis

Printed Name: Tim Gaddis
Title: Project Manager

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____
by _____ of _____, a _____, on behalf of the corporation.

Personally known _____ or Produced Identification _____ Type of Identification _____

Notary Public

*NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996).
Effective October 1, 1996, a person may not require a lienor to furnish a waiver
or release of lien that is different from the statutory form.*

Title	2022-69 - PayApp - TRIBUTARY UNIT 10 - Vallencourt Construction Co. Inc. - Dec2022
File name	202269_PayApp_TRIBUTARYUNIT10_VallencourtConstructionCoInc_Dec2022.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

Created	01/03/2023 10:21:10 EST Created by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42
Signed	01/03/2023 10:25:17 EST Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

This audit trail provides a detailed history of the online activity, events, and signatures recorded for this document, in compliance with the E-SIGN Act. All parties have chosen to use electronic documents and to sign them electronically. These electronic records and signatures carry the same weight and have the same legal effect as traditional paper documents and wet ink signatures.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BV

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 186**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **186**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 63,822.45**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Phase 1B, Unit 10 – Application for Payment No. 4 (Jan 2023)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

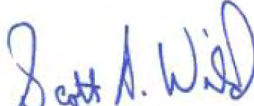
**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**


District Engineer

February 15, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 01/01/2023

Period To: 01/31/2023

To: Three Rivers Developers, LLC
England Thims & Miller, Inc
14775 Old Saint Augustine Road
Jacksonville, FL 32258

VCC Project #: 2022-69

Project #:

Three Rivers Developers, LL... Subcontract #:

Application #: 4

Attn.: SCOTT WILD

Project Description: **TRIBUTARY UNIT 10**
Estuary Way
Yulee, FL

ORIGINAL CONTRACT AMOUNT.....	\$	9,795,007.44
CHANGE ORDERS TO DATE.....	\$	0.00
REVISED CONTRACT AMOUNT.....	\$	9,795,007.44
PERCENTAGE COMPLETE.....	3.68%	
WORK COMPLETE TO DATE.....	\$	360,004.26
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	360,004.26
LESS RETAINAGE.....	\$	18,000.21
TOTAL EARNED LESS RETAINAGE.....	\$	342,004.05
LESS PREVIOUS BILLINGS.....	\$	278,181.60
CURRENT DUE.....	\$	63,822.45

Account Summary:	Sales This Period	Sales To Date
Gross:	67,181.53	360,004.26
Retainage:	3,359.08	18,000.21
Net:	63,822.45	342,004.05



APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

PAGE

TO: Three Rivers Developers, LLC
 England Thims & Miller, Inc, 14775 Old Saint Augustine Road
 Jacksonville, FL 32258

PROJECT: TRIBUTARY UNIT 10

APPLICATION NO: 4

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

PERIOD TO: 01/31/2023

FROM: Vallencourt Construction Co. Inc.
 449 Center Street
 Green Cove Springs, FL 32043

CONTRACTOR'S
 PROJECT NO: 2022-69

CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallencourt Construction Co. Inc.

Tim Gaddis, Project Manager

By: Tim Gaddis

Date: 02/04/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$	9,795,007.44
2. Net change by Change Orders.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 + - 2).....	\$	9,795,007.44
4. TOTAL COMPLETED & STORED TO DATE.....	\$	360,004.26
(Column G on G703)		
5. RETAINAGE:		
a. 5.00 % of Completed Work	\$	18,000.21
(Column D + E on G703)		
b. 5.00 % of Stored Materials	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or Total in Column 1 of G703).....	\$	18,000.21
6. TOTAL EARNED LESS RETAINAGE.....	\$	342,004.05
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate).....	\$	278,181.60
8. CURRENT PAYMENT DUE.....	\$	63,822.45
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$	9,453,003.39
(Line 3 less Line 6)		

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED..... \$ 63,822.45

(Attach explanation if amount certified differs from the amount applied for.)

ENGINEER:

By: [Signature] Date: 2/15/2023

This Certificate is **not negotiable**. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Document G702. APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers Developers, LLC
TRIBUTARY UNIT 10**

Yulee, FL

APPLICATION NUMBER: **4**
 APPLICATION DATE: **02/04/2023**
 PERIOD TO: **01/31/2023**
 VCC PROJECT #: **2022-69**

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E WORK COMPLETED		F MATERIALS PRESENTLY STORED (D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
	MOBILIZATION & GENERAL CONDITIONS	\$276,007.57	\$150,905.64	\$9,105.81	\$0.00	\$160,011.45	57.97%	\$115,996.12	\$8,000.56
	NPDES	\$40,619.92	\$7,653.71	\$2,500.92	\$0.00	\$10,154.63	25.00%	\$30,465.29	\$507.73
	SURVEY & AS-BUILTS	\$62,369.53	\$6,279.85	\$3,448.99	\$0.00	\$9,728.84	15.60%	\$52,640.69	\$486.45
	EROSION CONTROL	\$8,176.79	\$7,999.00	\$177.79	\$0.00	\$8,176.79	100.00%	\$0.00	\$408.84
	MOT	\$7,466.93	\$1,418.72	\$448.02	\$0.00	\$1,866.74	25.00%	\$5,600.19	\$93.34
	POND EXCAVATION	\$1,202,165.34	\$31,324.84	\$38,000.00	\$0.00	\$69,324.84	5.77%	\$1,132,840.50	\$3,466.24
	EARTHWORK	\$1,783,173.28	\$87,240.97	\$13,500.00	\$0.00	\$100,740.97	5.65%	\$1,682,432.31	\$5,037.05
	GRASSING	\$156,445.85	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$156,445.85	\$0.00
	SUBSOIL STABILIZATION	\$252,182.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$252,182.50	\$0.00
	BASE	\$428,639.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$428,639.70	\$0.00
	ASPHALT	\$173,815.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$173,815.20	\$0.00
	STRIPING & SIGNAGE	\$19,624.97	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,624.97	\$0.00
	CONCRETE	\$217,494.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$217,494.80	\$0.00
	HARDSCAPE	\$278,177.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$278,177.70	\$0.00
	STORM DRAINAGE	\$1,065,594.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,065,594.50	\$0.00
	GRAVITY SEWER	\$907,018.51	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$907,018.51	\$0.00
	LIFT STATION	\$747,356.24	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$747,356.24	\$0.00
	FORCE MAIN	\$238,230.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$238,230.69	\$0.00
	WATER MAIN	\$842,878.47	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$842,878.47	\$0.00
	REUSE MAIN	\$729,723.95	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$729,723.95	\$0.00
	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
	SLEEVING UNDER PAVEMENT	\$207,845.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$207,845.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$9,795,007.44	\$292,822.73	\$67,181.53	\$0.00	\$360,004.26	3.68%	\$9,435,003.18	\$18,000.21
	CHANGE ORDERS								
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
	TOTAL----->	\$9,795,007.44	\$292,822.73	\$67,181.53	\$0.00	\$360,004.26	3.68%	\$9,435,003.18	\$18,000.21

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$63,822.45, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 01/31/2023 on the job of Three Rivers Developers, LLC to the following described property :

Project: TRIBUTARY UNIT 10
Location: Estuary Way, Yulee, FL
Invoice#: _____

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 02/04/2023

Lienor's Name: Vallencourt Construction Co. Inc.
Address: 449 Center Street
Green Cove Springs, FL 32043
Phone: (904) 291-9330

By: Tim Gaddis

Printed Name: Tim Gaddis
Title: Project Manager

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____
by _____ of _____, a _____, on behalf of the corporation.

Personally known _____ or Produced Identification _____ Type of Identification _____

Notary Public

*NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996).
Effective October 1, 1996, a person may not require a lienor to furnish a waiver
or release of lien that is different from the statutory form.*

Title	2022-69 - PayApp - TRIBUTARY UNIT 10 - Vallencourt Construction Co. Inc. - Jan2023
File name	202269_PayApp_TRIBUTARYUNIT10_VallencourtConstructionCoInc_Jan2023.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

Created	02/04/2023 08:41:38 EST Created by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42
Signed	02/04/2023 09:00:44 EST Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

This audit trail provides a detailed history of the online activity, events, and signatures recorded for this document, in compliance with the E-SIGN Act. All parties have chosen to use electronic documents and to sign them electronically. These electronic records and signatures carry the same weight and have the same legal effect as traditional paper documents and wet ink signatures.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BVI

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION NO. 187**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: 187
- (2) Name of Payee pursuant to Acquisition Agreement:

Title Account: Auld & White Constructors, LLC
Bank: Branch Banking & Trust now Trust
Address: 200 W Forsyth St, Suite 500
Jacksonville, FL 32202

Account: 1100014497135
ABA: 263191387
- (3) Amount Payable: \$ 36,835.21
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Contractor Application for Payment No. 1748-13 Tributary Regional Park (Jan 2023)**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
Series 2021B (South Assessment Area)
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;


3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

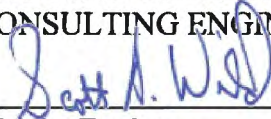
**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


District Engineer

Date: February 15, 2023

APPLICATION AND CERTIFICATE FOR PAYMENT

To Owner: Three Rivers CDD, C/O Wrathell, Hunt and Associ
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

Owner Proj. No:

Application No.: 1748-13

Distribution to:

- Owner
- Architect
- Contractor

Period To: 1/31/2023

From Contractor: AULD & WHITE CONSTRUCTORS, LLC
 4168 Southpoint Parkway, Suite 101
 Jacksonville, FL 32216

Via Architect: Sean Johnson Architect

Project Nos:

Contract For: Tributary Regional Park

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet is attached.


1. Original Contract Sum	\$2,831,618.00
2. Net Change By Change Order	\$213,046.88
3. Contract Sum To Date	\$3,044,664.88
4. Total Completed and Stored To Date	\$3,033,769.03
5. Retainage:	
a. 0.00% of Completed Work	\$0.00
b. 0.00% of Stored Material	\$0.00
Total Retainage	\$0.00
6. Total Earned Less Retainage	\$3,033,769.03
7. Less Previous Certificates For Payments	\$2,996,933.82
8. Current Payment Due	\$36,835.21
9. Balance To Finish, Plus Retainage	\$10,895.85


CHANGE ORDER SUMMARY	Additions	Deductions
Total changes approved in previous months by Owner	\$191,113.27	\$0.00
Total Approved this Month	\$21,933.61	\$0.00
TOTALS	\$213,046.88	\$0.00
Net Changes By Change Order	\$213,046.88	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief, the work covered by this Application for Payment has been completed in accordance with the Contract Documents. That all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

Civil Engineer is certifying specific work related to Item Numbers [8-11]

CONTRACTOR: AULD & WHITE CONSTRUCTORS

By: 
 James Durkin

DocuSigned by:

 14/2023
 SCFDEC500EDF47B...

State of: Florida

County of: Duval

Subscribed and sworn to before me this

day of

Notary Public:



BRITTNEY BUSHEY
 NOTARY PUBLIC
 STATE OF FLORIDA
 NO. HH 232356
 MY COMMISSION EXPIRES FEB. 26, 2026

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief, the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.


Landscape Architect is certifying specific work related to Item Numbers [7, 12-16, 18, 40 & 42-53]

AMOUNT CERTIFIED \$ 36,835.21


(Attach explanation if amount certified differs from the amount approved in previous figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

Architect is certifying specific

ARCHITECT: Sean Johnson
 [17, 19-31, 41]

By: 
 Date: 2/14/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

DS

 2/14/2023

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 13
Application Date : 02/03/23
To: 01/31/23
Architect's Project No.:

Invoice # : 14765 **Contract :** 1748- Tributary Regional Park

Item No.	Description of Work	C Schedule of Values			D Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
		Scheduled Value	Approved Changes	Revised Scheduled Value	From Previous Application (D+E)	This Period In Place					
1	PRECONSTRUCTION FEE	4,100.00	0.00	4,100.00	4,100.00	0.00	0.00	4,100.00	100.00%	0.00	0.00
2	GENERAL CONDITIONS	81,975.00	49,185.00	131,160.00	131,160.00	0.00	0.00	131,160.00	100.00%	0.00	0.00
4	GENERAL REQUIREMENTS	71,925.00	3,722.00	75,647.00	121,922.45	962.81	0.00	122,885.26	162.45%	-47,238.26	0.00
5	BUILDERS RISK & GEN. LIABILITY INSURANCE	33,262.00	4,791.00	38,053.00	37,426.00	0.00	0.00	37,426.00	98.35%	627.00	0.00
6	PERFORMANCE & PAYMENT BOND	12,855.00	2,437.00	15,292.00	12,812.00	0.00	0.00	12,812.00	83.78%	2,480.00	0.00
7	MONUMENT SIGN	31,400.00	0.00	31,400.00	27,339.00	0.00	0.00	27,339.00	87.07%	4,061.00	0.00
8	SITE WORK / SOILS - ALLOWANCE	34,900.00	212,361.37	247,261.37	247,299.37	0.00	0.00	247,299.37	100.02%	-38.00	0.00
9	ACCESS ROAD STABILIZATION - ALLOWANCE	25,000.00	(25,000.00)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
10	DUMPSTER ENCLOSURE	5,800.00	0.00	5,800.00	3,640.00	0.00	0.00	3,640.00	62.76%	2,160.00	0.00
11	GRADING/IMPORT FOR SIDEWALKS - ALLOWANCE	10,000.00	300.62	10,300.62	10,300.62	0.00	0.00	10,300.62	100.00%	0.00	0.00
12	FENCING & GATES	111,100.00	11,165.00	122,265.00	106,275.00	0.00	0.00	106,275.00	86.92%	15,990.00	0.00
13	DUGOUT ROOF/FRAMING	42,900.00	0.00	42,900.00	38,185.00	0.00	0.00	38,185.00	89.01%	4,715.00	0.00
14	LANDSCAPE & IRRIGATION	220,000.00	25,034.00	245,034.00	245,010.00	0.00	0.00	245,010.00	99.99%	24.00	0.00
15	BASEBALL FIELDS	363,800.00	0.00	363,800.00	350,552.00	0.00	0.00	350,552.00	96.36%	13,248.00	0.00
16	SITE TRASH RECEP. & PICNIC TABLES	19,500.00	0.00	19,500.00	21,014.46	0.00	0.00	21,014.46	107.77%	-1,514.46	0.00
17	CONCRETE - BUILDING	56,900.00	0.00	56,900.00	58,960.76	0.00	0.00	58,960.76	103.62%	-2,060.76	0.00
18	CONCRETE - SIDEWALKS	122,400.00	0.00	122,400.00	122,076.00	0.00	0.00	122,076.00	99.74%	324.00	0.00
19	MASONRY	73,600.00	4,420.00	78,020.00	48,120.15	0.00	0.00	48,120.15	61.68%	29,899.85	0.00
20	ROUGH & FINISH CARPENTRY	57,100.00	14,935.60	72,035.60	70,168.08	0.00	0.00	70,168.08	97.41%	1,867.52	0.00
21	MILLWORK	12,000.00	0.00	12,000.00	11,966.00	0.00	0.00	11,966.00	99.72%	34.00	0.00
22	JOINT SEALANTS & WEATHER BARRIER	4,000.00	0.00	4,000.00	2,385.00	1,500.00	0.00	3,885.00	97.13%	115.00	0.00
23	ROOFING	13,200.00	0.00	13,200.00	13,200.00	0.00	0.00	13,200.00	100.00%	0.00	0.00
24	DOORS & HARDWARE	17,300.00	0.00	17,300.00	19,248.20	0.00	0.00	19,248.20	111.26%	-1,948.20	0.00
25	OVERHEAD DOORS	6,800.00	760.00	7,560.00	7,560.00	0.00	0.00	7,560.00	100.00%	0.00	0.00
26	DRYWALL	6,800.00	0.00	6,800.00	6,767.00	0.00	0.00	6,767.00	99.51%	33.00	0.00
27	PAINTING	18,700.00	0.00	18,700.00	18,700.00	0.00	0.00	18,700.00	100.00%	0.00	0.00
28	BUILDING SPECIALTIES	900.00	0.00	900.00	857.97	0.00	0.00	857.97	95.33%	42.03	0.00
29	PLUMBING	66,000.00	1,650.00	67,650.00	67,213.00	0.00	0.00	67,213.00	99.35%	437.00	0.00
30	HVAC / MECHANICAL	23,500.00	0.00	23,500.00	21,997.00	0.00	0.00	21,997.00	93.60%	1,503.00	0.00
31	ELECTRICAL - BLDG.	49,500.00	1,970.00	51,470.00	50,720.00	0.00	0.00	50,720.00	98.54%	750.00	0.00
32	AT&T INFRASTRUCTURE - ALLOWANCE	12,000.00	(12,000.00)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
33	CONTINGENCY	46,770.00	(46,770.00)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00

CONTINUATION SHEET

Application and Certification for Payment, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application No. : 13
Application Date : 02/03/23
To: 01/31/23
Architect's Project No.:

Invoice # : 14765 **Contract : 1748- Tributary Regional Park**

Item No.	Description of Work	C Schedule of Values			E Work Completed		F Materials Presently Stored (Not in D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C-G)	Retainage
		Scheduled Value	pproved Changes	Revised Scheduled Value	From Previous pplication (D+E)	This Period In Place					
34	MATERIAL ESCALATION - ALLOWANCE	20,000.00	(20,000.00)	0.00	0.00	0.00	0.00	0.00%	0.00	0.00	
35	CONSTRUCTION MANAGER'S FEE	137,748.00	0.00	137,748.00	171,874.39	1,533.89	0.00	173,408.28	125.89%	-35,660.28	0.00
36	GENERAL CONDITIONS	27,325.00	16,395.00	43,720.00	43,720.00	0.00	0.00	43,720.00	100.00%	0.00	0.00
37	GENERAL REQUIREMENTS	23,975.00	0.00	23,975.00	40,640.81	320.94	0.00	40,961.75	170.85%	-16,986.75	0.00
38	BUILDERS RISK & GEN. LIABILITY INSURANCE	20,369.00	0.00	20,369.00	20,369.00	0.00	0.00	20,369.00	100.00%	0.00	0.00
39	PERFORMANCE & PAYMENT BOND	8,344.00	0.00	8,344.00	8,440.50	0.00	0.00	8,440.50	101.16%	-96.50	0.00
40	BASEBALL FIELDS - UPGRADE TO SOD	22,900.00	0.00	22,900.00	22,867.00	0.00	0.00	22,867.00	99.86%	33.00	0.00
41	SPRAY FOAM INSULATION	13,400.00	0.00	13,400.00	12,500.00	0.00	0.00	12,500.00	93.28%	900.00	0.00
42	SITE SIGNAGE - ALLOWANCE	20,000.00	(20,000.00)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
43	FINISHES & FURNISHES (I.E. APPLIANCES)	50,500.00	(4,825.11)	45,674.89	20,184.00	22,006.27	0.00	42,190.27	92.37%	3,484.62	0.00
44	BENCHES & BIKE RACKS	34,700.00	0.00	34,700.00	37,852.25	0.00	0.00	37,852.25	109.08%	-3,152.25	0.00
45	PLAYGROUND EQUIPMENT	197,800.00	0.00	197,800.00	192,616.00	0.00	0.00	192,616.00	97.38%	5,184.00	0.00
46	PLAYGROUND FENCE	14,600.00	0.00	14,600.00	22,400.00	0.00	0.00	22,400.00	153.42%	-7,800.00	0.00
47	BATTING CAGES	25,000.00	0.00	25,000.00	24,990.00	0.00	0.00	24,990.00	99.96%	10.00	0.00
48	SCOREBOARDS	24,600.00	0.00	24,600.00	33,728.13	0.00	0.00	33,728.13	137.11%	-9,128.13	0.00
49	BLEACHERS & SHADE COVERS	65,200.00	0.00	65,200.00	62,523.00	0.00	0.00	62,523.00	95.89%	2,677.00	0.00
50	SOCCER FIELD ITEMS	10,300.00	0.00	10,300.00	10,119.32	0.00	0.00	10,119.32	98.25%	180.68	0.00
51	LIGHTNING PREDICITION SYSTEM - ALLOWANCE	7,500.00	(5,103.00)	2,397.00	2,397.00	0.00	0.00	2,397.00	100.00%	0.00	0.00
52	ELECTRICAL - SITE LIGHTING	260,700.00	3,548.40	264,248.40	258,745.90	0.00	0.00	258,745.90	97.92%	5,502.50	0.00
53	ELECTRICAL - SITE CONDUIT FOR FUTURE	86,700.00	0.00	86,700.00	86,700.00	0.00	0.00	86,700.00	100.00%	0.00	0.00
54	CONTINGENCY	26,556.00	(26,556.00)	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
55	CONSTRUCTION MANAGER'S FEE	77,414.00	20,626.00	98,040.00	57,291.46	511.30	0.00	57,802.76	58.96%	40,237.24	0.00
Grand Totals		2,831,618.00	213,046.88	3,044,664.88	3,006,933.82	26,835.21	0.00	3,033,769.03	99.64%	10,895.85	0.00

**CONTRACTOR'S
CONDITIONAL WAIVER AND RELEASE OF LIEN
UPON PROGRESS PAYMENT
(PAYMENT BY CHECK)**

The undersigned lienor, in consideration of the progress payment in the amount of \$36,835.21 and conditioned upon payment of check number _____ issued to the undersigned by Three Rivers Community Development District in said amount, waives and releases its lien and right to claim a lien for labor, services, or materials furnished to Three Rivers Community Development District on the job of Tributary Regional Park, to the following described property:

**Tributary Regional Park
75433 Edwards Road
Yulee, FL 32097**

AWC Project No. 1748

Dated on February 3, 2023

Lienor's Name: Auld & White Constructors, LLC
Address: 4168 Southpoint Parkway, Suite 101
Jacksonville, Florida 32216

By: _____
Printed Name: James Durkin, Project Manager

STATE OF FLORIDA, COUNTY OF DUVAL
THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS 3rd DAY OF FEBRUARY, 2023 BY JAMES DURKIN WHO IS **PERSONALLY KNOWN TO ME** OR WHO HAS PRODUCED _____ AS IDENTIFICATION AND WHO DID (DID NOT) TAKE AN OATH.



NOTARY PUBLIC

BRITTNEY BUSHEY
NOTARY PUBLIC
STATE OF FLORIDA
NO. HH 232356
MY COMMISSION EXPIRES FEB. 26, 2026

COMMISSION NO.

Brittny Bushey

NOTARY NAME TYPED OR PRINTED

NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996). Effective October 1, 1996, a person may not require a lienor to furnish a waiver or release of lien that is different from the statutory form.



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost
-----	---------	-------------	-------------	-------	--------------------	-------	------

Contract Item: 1 - PRECONSTRUCTION FEE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	4,100.00	0.00	4,100.00	0.00
Total for 1 - PRECONSTRUCTION FEE	4,100.00	0.00	4,100.00	0.00

Contract Item: 2 - GENERAL CONDITIONS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	131,160.00	0.00	131,160.00	0.00
Total for 2 - GENERAL CONDITIONS	131,160.00	0.00	131,160.00	0.00

Contract Item: 3 - GENERAL REQUIREMENTS

01153. - PRINTING-DRAWINGS & SPECS						0.00	40.00
01/23	8825	01/09/23	12/16/22	24188	Custom Courier	0.00	40.00
01273. - TECHNOLOGY SUPPORT						0.00	495.00
01/23	31799	01/13/23	01/13/23		Tech Support - January	0.00	495.00
01278. - GC PAY						0.00	300.00
01/23	31828	01/13/23	01/13/23		GC Pay - January	0.00	150.00
01/23	31889	01/13/23	01/13/23		GC Pay - December	0.00	150.00
01325. - GENERAL PPE						0.00	365.00
01/23	31858	01/13/23	01/13/23		PPE - January	0.00	365.00
01819. - PERMIT EXPEDITOR						0.00	83.75
01/23	43900	01/19/23	12/31/22	2022 EXP	Melanie M. Hill	0.00	83.75

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	92,572.50	1,283.75	93,856.25	0.00
Labor	67,004.72	0.00	67,004.72	0.00
Temporary Labor	2,986.04	0.00	2,986.04	0.00
Total for 3 - GENERAL REQUIREMENTS	162,563.26	1,283.75	163,847.01	0.00

Contract Item: 5 - BUILDERS RISK & GEN. LIABILITY INSURANCE



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost		
						Previous Cost	Current Cost	JTD Cost	Current Hours
					Material	37,426.00	0.00	37,426.00	0.00
					Total for 5 - BUILDERS RISK & GEN. LIABILITY INSURANCE	37,426.00	0.00	37,426.00	0.00

Contract Item: 6 - PERFORMANCE & PAYMENT BOND

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	12,812.00	0.00	12,812.00	0.00
Total for 6 - PERFORMANCE & PAYMENT BOND	12,812.00	0.00	12,812.00	0.00

Contract Item: 7 - MONUMENT SIGN

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	27,339.00	0.00	27,339.00	0.00
Total for 7 - MONUMENT SIGN	27,339.00	0.00	27,339.00	0.00

Contract Item: 8 - SITE WORK / SOILS - ALLOWANCE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	35,752.82	0.00	35,752.82	0.00
Subcontract	167,307.00	0.00	167,307.00	0.00
Labor	44,239.55	0.00	44,239.55	0.00
Total for 8 - SITE WORK / SOILS - ALLOWANCE	247,299.37	0.00	247,299.37	0.00

Contract Item: 10 - DUMPSTER ENCLOSURE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	3,640.00	0.00	3,640.00	0.00
Total for 10 - DUMPSTER ENCLOSURE	3,640.00	0.00	3,640.00	0.00

Contract Item: 11 - GRADING/IMPORT FOR SIDEWALKS - ALLOWANCE



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost		
						Previous Cost	Current Cost	JTD Cost	Current Hours
					Material	10,132.29	0.00	10,132.29	0.00
					Labor	168.33	0.00	168.33	0.00
					Total for 11 - GRADING/IMPORT FOR SIDEWALKS - ALLOWANCE	10,300.62	0.00	10,300.62	0.00

Contract Item: 12 - FENCING & GATES

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	106,275.00	0.00	106,275.00	0.00
Total for 12 - FENCING & GATES	106,275.00	0.00	106,275.00	0.00

Contract Item: 13 - DUGOUT ROOF/FRAMING

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	38,185.00	0.00	38,185.00	0.00
Total for 13 - DUGOUT ROOF/FRAMING	38,185.00	0.00	38,185.00	0.00

Contract Item: 14 - LANDSCAPE & IRRIGATION

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	245,010.00	0.00	245,010.00	0.00
Total for 14 - LANDSCAPE & IRRIGATION	245,010.00	0.00	245,010.00	0.00

Contract Item: 15 - BASEBALL FIELDS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	12,803.74	0.00	12,803.74	0.00
Subcontract	337,748.26	0.00	337,748.26	0.00
Total for 15 - BASEBALL FIELDS	350,552.00	0.00	350,552.00	0.00

Contract Item: 16 - SITE TRASH RECEP. & PICNIC TABLES



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost		
						Previous Cost	Current Cost	JTD Cost	Current Hours
					Material	16,699.61	0.00	16,699.61	0.00
					Subcontract	4,314.85	0.00	4,314.85	0.00
					Labor	0.00	0.00	0.00	0.00
					Total for 16 - SITE TRASH RECEP. & PICNIC TABLES	21,014.46	0.00	21,014.46	0.00

Contract Item: 17 - CONCRETE - BUILDING

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	679.45	0.00	679.45	0.00
Subcontract	52,213.00	0.00	52,213.00	0.00
Labor	6,068.31	0.00	6,068.31	0.00
Total for 17 - CONCRETE - BUILDING	58,960.76	0.00	58,960.76	0.00

Contract Item: 18 - CONCRETE - SIDEWALKS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	1,515.00	0.00	1,515.00	0.00
Subcontract	120,561.00	0.00	120,561.00	0.00
Total for 18 - CONCRETE - SIDEWALKS	122,076.00	0.00	122,076.00	0.00

Contract Item: 19 - MASONRY

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	3,033.65	0.00	3,033.65	0.00
Subcontract	44,420.00	0.00	44,420.00	0.00
Labor	666.50	0.00	666.50	0.00
Total for 19 - MASONRY	48,120.15	0.00	48,120.15	0.00

Contract Item: 20 - ROUGH & FINISH CARPENTRY

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	2,875.04	0.00	2,875.04	0.00
Subcontract	66,183.60	0.00	66,183.60	0.00
Labor	1,109.44	0.00	1,109.44	0.00
Total for 20 - ROUGH & FINISH CARPENTRY	70,168.08	0.00	70,168.08	0.00

Contract Item: 21 - MILLWORK



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost
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	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	11,966.00	0.00	11,966.00	0.00
Total for 21 - MILLWORK	11,966.00	0.00	11,966.00	0.00

Contract Item: 22 - JOINT SEALANTS & WEATHER BARRIER

07921. - CAULKING & SEALANTS			0.00	1,500.00			
01/23	38665	01/17/23	12/31/22	22-7663	Southern Waterproofing, Inc.	0.00	1,500.00

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	2,385.00	1,500.00	3,885.00	0.00
Total for 22 - JOINT SEALANTS & WEATHER BARRIER	2,385.00	1,500.00	3,885.00	0.00

Contract Item: 23 - ROOFING

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	13,200.00	0.00	13,200.00	0.00
Total for 23 - ROOFING	13,200.00	0.00	13,200.00	0.00

Contract Item: 24 - DOORS & HARDWARE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	17,945.95	0.00	17,945.95	0.00
Labor	1,302.25	0.00	1,302.25	0.00
Total for 24 - DOORS & HARDWARE	19,248.20	0.00	19,248.20	0.00

Contract Item: 25 - OVERHEAD DOORS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	7,560.00	0.00	7,560.00	0.00
Total for 25 - OVERHEAD DOORS	7,560.00	0.00	7,560.00	0.00

Contract Item: 26 - DRYWALL



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost		
						Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract						6,767.00	0.00	6,767.00	0.00
Total for 26 - DRYWALL						6,767.00	0.00	6,767.00	0.00

Contract Item: 27 - PAINTING

						Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract						18,700.00	0.00	18,700.00	0.00
Total for 27 - PAINTING						18,700.00	0.00	18,700.00	0.00

Contract Item: 28 - BUILDING SPECIALTIES

						Previous Cost	Current Cost	JTD Cost	Current Hours
Material						857.97	0.00	857.97	0.00
Total for 28 - BUILDING SPECIALTIES						857.97	0.00	857.97	0.00

Contract Item: 29 - PLUMBING

						Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract						67,213.00	0.00	67,213.00	0.00
Total for 29 - PLUMBING						67,213.00	0.00	67,213.00	0.00

Contract Item: 30 HVAC / MECHANICAL

						Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract						21,997.00	0.00	21,997.00	0.00
Total for 30 - HVAC / MECHANICAL						21,997.00	0.00	21,997.00	0.00

Contract Item: 31 - ELECTRICAL - BLDG.

						Previous Cost	Current Cost	JTD Cost	Current Hours
Material						3,300.00	0.00	3,300.00	0.00
Subcontract						47,420.00	0.00	47,420.00	0.00
Total for 31 - ELECTRICAL - BLDG.						50,720.00	0.00	50,720.00	0.00



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost
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Contract Item: 36 - GENERAL CONDITIONS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	43,720.00	0.00	43,720.00	0.00
Total for 36 - GENERAL CONDITIONS	43,720.00	0.00	43,720.00	0.00

Contract Item: 38 - BUILDERS RISK & GEN. LIABILITY INSURANCE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	20,369.00	0.00	20,369.00	0.00
Total for 38 - BUILDERS RISK & GEN. LIABILITY INSURANCE	20,369.00	0.00	20,369.00	0.00

Contract Item: 39 - PERFORMANCE & PAYMENT BOND

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	8,440.50	0.00	8,440.50	0.00
Total for 39 - PERFORMANCE & PAYMENT BOND	8,440.50	0.00	8,440.50	0.00

Contract Item: 40 - BASEBALL FIELDS - UPGRADE TO SOD

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	22,867.00	0.00	22,867.00	0.00
Total for 40 - BASEBALL FIELDS - UPGRADE TO SOD	22,867.00	0.00	22,867.00	0.00

Contract Item: 41 - SPRAY FOAM INSULATION

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	12,500.00	0.00	12,500.00	0.00
Total for 41 - SPRAY FOAM INSULATION	12,500.00	0.00	12,500.00	0.00

Contract Item: 43 - FINISHES & FURNISHES (I.E. APPLIANCES)

11000. - EQUIPMENT						0.00	22,006.27
01/23	8819	01/09/23	10/28/22	4116247	Strategic Equipment, LLC	0.00	22,006.27



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost		
						Previous Cost	Current Cost	JTD Cost	Current Hours
					Material	0.00	22,006.27	22,006.27	0.00
					Subcontract	20,184.00	0.00	20,184.00	0.00
					Total for 43 - FINISHES & FURNISHES (I.E. APPLIANCES)	20,184.00	22,006.27	42,190.27	0.00

Contract Item: 44 - BENCHES & BIKE RACKS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	23,670.85	0.00	23,670.85	0.00
Subcontract	14,181.40	0.00	14,181.40	0.00
Labor	0.00	0.00	0.00	0.00
Total for 44 - BENCHES & BIKE RACKS	37,852.25	0.00	37,852.25	0.00

Contract Item: 45 - PLAYGROUND EQUIPMENT

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	192,616.00	0.00	192,616.00	0.00
Total for 45 - PLAYGROUND EQUIPMENT	192,616.00	0.00	192,616.00	0.00

Contract Item: 46 - PLAYGROUND FENCE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	22,400.00	0.00	22,400.00	0.00
Total for 46 - PLAYGROUND FENCE	22,400.00	0.00	22,400.00	0.00

Contract Item: 47 - BATTING CAGES

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	7,359.90	0.00	7,359.90	0.00
Subcontract	17,630.10	0.00	17,630.10	0.00
Labor	0.00	0.00	0.00	0.00
Total for 47 - BATTING CAGES	24,990.00	0.00	24,990.00	0.00

Contract Item: 48 - SCOREBOARDS



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost
						Previous Cost	Current Cost
						JTD Cost	Current Hours
					Material	11,856.13	0.00
					Subcontract	21,872.00	0.00
					Total for 48 - SCOREBOARDS	33,728.13	0.00

Contract Item: 49 - BLEACHERS & SHADE COVERS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract	62,523.00	0.00	62,523.00	0.00
Total for 49 - BLEACHERS & SHADE COVERS	62,523.00	0.00	62,523.00	0.00

Contract Item: 50 - SOCCER FIELD ITEMS

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	3,565.74	0.00	3,565.74	0.00
Subcontract	6,553.58	0.00	6,553.58	0.00
Total for 50 - SOCCER FIELD ITEMS	10,119.32	0.00	10,119.32	0.00

Contract Item: 51 - LIGHTNING PREDICITION SYSTEM - ALLOWANCE

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	0.00	0.00	0.00	0.00
Subcontract	2,397.00	0.00	2,397.00	0.00
Total for 51 - LIGHTNING PREDICITION SYSTEM - ALLOWANCE	2,397.00	0.00	2,397.00	0.00

Contract Item: 52 - ELECTRICAL - SITE LIGHTING

	Previous Cost	Current Cost	JTD Cost	Current Hours
Material	4,247.50	0.00	4,247.50	0.00
Subcontract	254,498.40	0.00	254,498.40	0.00
Total for 52 - ELECTRICAL - SITE LIGHTING	258,745.90	0.00	258,745.90	0.00

Contract Item: 53 - ELECTRICAL - SITE CONDUIT FOR FUTURE



AWC Job Billing History

Job#: 1748-

1/1/2023 - 1/31/2023

Mth	Trans #	Posted Date	Actual Date	Inv #	Detail Description	Hours	Cost		
						Previous Cost	Current Cost	JTD Cost	Current Hours
Subcontract						86,700.00	0.00	86,700.00	0.00
Total for 53 - ELECTRICAL - SITE CONDUIT FOR FUTURE						86,700.00	0.00	86,700.00	0.00
Job Totals						Previous Cost	Current Cost	JTD Cost	Current Hours
Material						509,280.64	24,790.02	534,070.66	0.00
Subcontract						2,144,942.19	0.00	2,144,942.19	0.00
Labor						120,559.10	0.00	120,559.10	0.00
Temporary Labor						2,986.04	0.00	2,986.04	0.00
Total for Job						2,777,767.97	24,790.02	2,802,557.99	0.00

CUSTOM COURIER
P.O. BOX 24056
JAX, FL 32241-4056

INVOICE

CUSTOM COURIER
P.O. BOX 24056
JAX, FL 32241-4056

ACCOUNT	INVOICE NO.	CURRENT CHARGES	INVOICE DATE	AMOUNT DUE	QUESTIONS (904)288-5544
8800	24188	80.00	12/16/22	170.00	PLACE ORDER (904)288-5544

MAIL PAYMENT TO:

AULD & WHITE CONSTRUCTION
4168 SOUTHPOINT PARKWAY #100
JACKSONVILLE, FL 32216
ATTN: ACCOUNTS PAYABLE

CUSTOM COURIER
P.O. BOX 24056
JACKSONVILLE, FL
32241-4056

SUMMARY OF CHARGES

BILLING PERIOD

12/12/22-12/16/22

Current Charges	80.00
Previous Balance	320.00
Payment/Credit	230.00

1771 - \$ 15.00

1748 - \$ 40.00

3231 - \$ 15.00

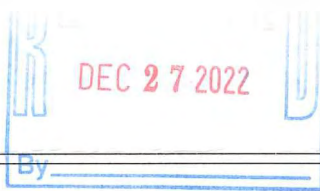
Total Amount Due 170.00

76700.12 - \$ 10.00

THANK YOU FOR PROMPT PAYMENT AND USING CUSTOM COURIER

XW = Extra Weight

WT = Waiting Time



CUSTOM COURIER
P.O. BOX 24056
JAX, FL 32241-4056

Invoice Due Date: 01/15/03

ACCOUNT	INVOICE NO.	CURRENT CHARGES	INVOICE DATE	AMOUNT DUE	AMOUNT ENCLOSED
8800	24188	80.00	12/16/22	170.00	\$ _____

Please make check payable to:

CUSTOM COURIER
P.O. BOX 24056
JACKSONVILLE, FL
32241-4056

AULD & WHITE CONSTRUCTION
4168 SOUTHPOINT PARKWAY #100
JACKSONVILLE, FL 32216
ATTN: ACCOUNTS PAYABLE

CUSTOM COURIER

DETAIL OF DELIVERIES 12/12/22 - 12/16/22

Account: 8800 / AULD & WHITE CONSTRUCTION

Ticket	Caller Reference	From	To	Charge Detail	
Time/Date	Proof of delivery				
216970		AULD & WHITE	SMITH HULSEY	RUSH	15.00
✓ 02:10	<i>Melody</i>	4168 SOUTHPOINT	1 INDEPENDENT SQUARE		
12/15/22	<i>FL Med</i>	SOUTHSIDE	DOWNTOWN		
	<i>Syst Ofc BUJ.</i>	32216	32202		
	<i>1771</i>				
				Total:	15.00
216982		AULD & WHITE	DUVAL COUNTY SCHOOL	RUSH	15.00
✓ 02:14	<i>Melanie</i>	4168 SOUTHPOINT	1701 PRUDENTIAL DRIVE		
12/15/22		SOUTHSIDE	SOUTHBANK		
	<i>3231</i>	32216	32207		
				Total:	15.00
216983		AULD & WHITE	NASSAU COUNTY	RUSH	40.00
✓ 02:15	<i>Melanie</i>	4168 SOUTHPOINT	96160 NASSAU PLACE		
12/15/22	<i>1748</i>	SOUTHSIDE	YULEE, FL		
		32216	32097		
				Total:	40.00
216998		AULD & WHITE	APS		
✓ 02:24	<i>70700.12</i>	4168 SOUTHPOINT	7121 BEACH BLVD		
12/16/22		SOUTHSIDE	SOUTHSIDE	REGULAR	10.00
		32216	32216		
				Total:	10.00
				Total	80.00

AULD & WHITE CONSTRUCTORS

2022 EXPENSE VOUCHER

Name

Melanie Hill	
Prd. From:	10/1/2022
Prd to:	10/31/2022

Rate 0.625

Date	Job	Coding	Description	Miles	Amount
10.05.22	1768	71400	JEA	18	\$11.25
10.11.22	1769	71400	JEA	18	\$11.25
10.13.22	1732	71400	COJ	18	\$11.25
10.20.22	1748	71400	NASSAU	62	\$38.75
10.24.22	1732	71400	COJ	18	\$11.25
10.27.22	1748	71400	NASSAU / LANDMARK	72	\$45.00
10.28.22	1722	71400	JEA/SJC	65	\$40.63
Total Expenses					\$169.38

The business related expenses were incurred by me on behalf of Auld & White Constructors, LLC

Signature:  Date: 1.18.23

Approved by: 

**SOUTHERN
WATERPROOFING, INC.**

4533 SUNBEAM ROAD, UNIT 105
JACKSONVILLE, FLORIDA 32257
(904) 636-6364
FAX (904) 636-0907

1748 | JTD

07921 | \$1,500

INVOICE

December 31, 2022

Inv # 22-7663

Auld & White Constructors
4168 Southpoint Parkway
Suite 101
Jacksonville, FL 32216

Re; Invoice Tributary Park

Invoice for application of Tremco Exoair Air/Water barrier to walls.

Total Due \$ 1,500.00



Strategic Equipment, LLC
 dba TriMark Strategic
 dba TriMark Foodcraft
 dba ISI Commercial Refrigeration

813-873-2402



Invoice Number: 4116247

Remit To: Strategic Equipment LLC

Invoice Date 10/28/22
 Due Date 11/27/22
 Page 1

PO Box 654020
Dallas, TX 75265-4020

Bill To: AULD & WHITE CONSTRUCTORS, LLC
 AULD & WHITE CONSTRUCTORS
 SARAH THRIFT
 4168 SOUTHPOINT PARKWAY
 SUITE 101
 JACKSONVILLE, FL 32216

Ship To: TRIBUTARY REGIONAL PARK #71902
 75433 EDWARDS RD
 YULEE, FL 32097



1748 | STD
 11000 | \$22,006.27

Ship Via PREPAY AND ADD
Ship Date 10/28/22 **Prepared By** TFREITAG
SalesPerson ROBERT WILSON
Terms 50/40/10
Special Instructions jdurkin@auld-white.com

Customer ID 71902 **File No.** 71902REPEQUIP
Cust. Ref.
P.O. Number TRIBUTARY PARK 1748
P.O. Date 08/23/22
Our Order No FL370207

Item	Equip. Ser. No.	Description	Unit	Qty	Unit Price	Total Price
Blue Print	Vendor	Vendor Item		Inv.		
143730 1	10513335	GLASS SWING DOOR REFRIGERATOR R TRUE MFG - GEN T35G-HC~FGD01 LEFT DOOR HINGED LEFT, RIGHT DOOR HINGED RIGHT, 4" STEM CASTERS, STD	EACH	1	7,253.91	7,253.91 ✓
Additional Serial Numbers:						
50654 2	10514618	REFRIGERATOR,S/S 1 DOOR RIGHT HAN TRUE MFG - GEN TS-23-HC DOOR HINGED RIGHT, 4" STEM CASTORS	EACH	1	5,246.68	5,246.68 ✓
Additional Serial Numbers:						
132388 4		WORK TABLE 60"Wx30"D ADVANCE TABCO ELAG-305-X	EACH	1	426.19	426.19 ✓
74643 5		SHELF 18X60 CHROME ALLIED BUYING C C1860C	EACH	5	33.47	167.45 ✓

Invoice Number: 4116247

Invoice Date: 10/28/22
Due Date 11/27/22

Bill To: AULD & WHITE CONSTRUCTORS, LLC
AULD & WHITE CONSTRUCTORS
SARAH THRIFT
4168 SOUTHPOINT PARKWAY

Item	Equip. Ser. No.	Vendor	Description	Unit	Qty	Unit Price	Total Price
Blue Print			Vendor Item		Inv.		

81292 5			POST 86" STATIONARY ALLIED BUYING C C86C W/ LEVELING BOLT & CAP, CHROME	EACH	4	11.99	47.96 ✓
53415 7	M51183A		ICE MAKER/WATER DISPENSER CUBELE HOSHIZAKI SOUT DCM-300BAH-OS WARRANTY: 3 YEAR PARTS & LABOR ON ENTIRE MACHINE, 5 YEAR PARTS ON COMPRESSOR, AIR-COOL	EACH	1	6,323.28	6,323.28 ✓

Additional Serial Numbers:

70250 7			EQUIPMENT STAND FOR ICEMAKER HOSHIZAKI SOUT SD-500	EACH	1	890.01	890.01 ✓
88426 7			WATER FILTRATION SYSTEM 4 HC-H HOSHIZAKI SOUT H9320-51 WARRANTY: 1 YEAR ON ENTIRE WATER FILTRATION SYSTEM & REPLACEABLE ELEMENTS	EACH	1	246.97	246.97 ✓

Pkg Tracking No:

PLEASE PAY FROM INVOICE



* Indicates non-taxable line.

Amount Subject to Sales Tax	Amount Exempt from Sales Tax
20,602.35	0.00

Subtotal:	20,602.35
Invoice Discount:	0.00
Sales Tax:	1,403.92

USD Total:	22,006.27
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THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3B VII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 188**

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **188**
- (2) Name of Payee pursuant to Acquisition Agreement: **England-Thims & Miller, Inc.
First Citizens
ABA Routing #053100300 Jacksonville, FL
Account #9061592290 - England, Thims & Miller, Inc.**
- (3) Amount Payable: **\$2,798.12**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

Tributary Units 8, 10, 12 and 15 Mass Grading and Construction Document Preparation - Invoice 205456 (Oct 2022)

- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount: The

undersigned hereby certifies that:


1. obligations in the stated amount set forth above have been incurred by the Issuer,
or
 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY DEVELOPMENT
DISTRICT**


By: 

Responsible Officer

CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE REQUESTS ONLY

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC, CONSULTING
ENGINEER



District Engineer
February 15, 2023



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

November 03, 2022
 Project No: 21131.00000
 Invoice No: 0205456

Project 21131.00000 Tributary Units 8, 10, 12 and 15 Mass Grading and Construction
 Document Preparation

Professional Services rendered through October 29, 2022

Task 01 Preliminary Engineering/Mass Grading

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
1.Stormwater Modeling & Calculations	27,800.00	85.00	23,630.00	23,630.00	0.00
2.Final Mass Grading Engineering/Construction Documents	30,200.00	100.00	30,200.00	30,200.00	0.00
3. Regulatory Permitting					
a. Nassau County	7,400.00	100.00	7,400.00	7,400.00	0.00
b.SJRWMD ERP	22,400.00	85.00	19,040.00	19,040.00	0.00
Total Fee	87,800.00		80,270.00	80,270.00	0.00
Total Fee					0.00
Total this Task					0.00

Task 02 Construction Document Preparation

Task	Contract Amount	Percent Complete	Earned To Date	Previously Billed	Current Billed
4.Site Plan Revisions	13,500.00	100.00	13,500.00	13,500.00	0.00
5.Final Subdivision Construction Documents	244,150.00	93.00	227,059.50	224,618.00	2,441.50
6.Sanitary Sewer Pump Station Design	27,750.00	80.00	22,200.00	22,200.00	0.00
7.Code Minimum Landscape Plan	8,900.00	65.00	5,785.00	5,785.00	0.00
8. Regulatory Permitting					
a.Nassau County Final Develop. Plan	12,800.00	85.00	10,880.00	10,880.00	0.00
b.Nassau County Cons. Plan Review	10,500.00	85.00	8,925.00	8,925.00	0.00
c.JEA Utility Plan Approval	7,500.00	85.00	6,375.00	6,375.00	0.00
d.JEA Sanitary Sewer Collection Sys.Perm	2,000.00	85.00	1,700.00	1,700.00	0.00
e.JEA Water Distribution System Permit	2,000.00	85.00	1,700.00	1,700.00	0.00

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8990 • fax 904-646-9485
 CA-00002584 LC-0000316

f.SJRWMD ERP Modification	9,800.00	60.00	5,880.00	5,880.00	0.00
9.Electric Design Coordination	6,400.00	0.00	0.00	0.00	0.00
11.Hydrologic & Hydraulic Analysis for Tributary Units 8, 10 & 15	31,050.00	75.00	23,287.50	23,287.50	0.00
Total Fee	376,350.00		327,292.00	324,850.50	2,441.50
	Total Fee				2,441.50
			Total this Task		\$2,441.50

Task 02.10 Project Management
Professional Personnel

	Hours	Rate	Amount	
Sr. Landscape Architect				
Clark, Ryan	10/29/2022	1.00	168.00	168.00
Totals		1.00		168.00
Total Labor				168.00
	Current	Prior	To-Date	
Total Billings	168.00	14,798.25	14,966.25	
Contract Limit			15,000.00	
Remaining			33.75	
			Total this Task	\$168.00

Task XP Expenses
Expenses

Meals / Entertainment			97.00	
Reproductions			67.02	
Total Expenses		1.15 times	164.02	188.62
			Total this Task	\$188.62

Invoice Total this Period \$2,798.12

Outstanding Invoices

Number	Date	Balance
0204542	9/2/2022	9,206.75
0204990	10/7/2022	2,080.00
Total		11,286.75

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8990 • fax 904-646-8485
CA-00002684 LC-0000316






Three Rivers - 2021B ACQUISITION AND CONSTRUCTION ETM No 188 ETM

Final Audit Report

2023-02-15

Created:	2023-02-15
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYD.JZnfy7XN42ZjYQJ-aAg5FM_yBn Cv78

"Three Rivers - 2021B ACQUISITION AND CONSTRUCTION ETM No 188 ETM" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-02-15 - 9:13:08 PM GMT- IP address: 170.249.159.100
-  Document emailed to Carolina Aristimuno (gkem@greenpointellc.com) for signature
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-  Email viewed by Carolina Aristimuno (gkem@greenpointellc.com)
2023-02-15 - 9:18:41 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkem@greenpointellc.com)
Signature Date: 2023-02-15 - 9:18:53 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-02-15 - 9:18:53 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3B VIII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 189**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **189**
- (2) Wire Instructions; **Ferguson Enterprises, LLC
Bank of America
900 W. Trade Street, Charlotte, NC 28173
Account name: Ferguson Enterprises, LLC
Account number: 4427213913
ABA/routing number (ACHs only): 111000012
ABA/routing number (wires only): 026009593
Swift Code (international wires only): BOFAUS3N**
- (3) Amount Payable: **\$ 171,475.80**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Direct Owner Purchase Invoice 1983930 – Tributary Unit 10**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:


1. obligations in the stated amount set forth above have been incurred by the Issuer,
or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.


**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


District Engineer

February 20, 2023

FERGUSON®

WATERWORKS

9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257

Please contact with Questions: 904-268-2551

THREE RIVERS COMMUNITY DEVELOP
2300 GLADES RD SUITE 410W
TRIBUTARY 1B UNIT 10
BOCA RATON, FL 33431

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1983930	\$171,475.80	66800	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FEL-JACKSONVILLE WW #149
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 901798

SHIP TO:

THREE RIVERS C/O VALLENCRT CON
CONSERVATION TRL
TRIBUTARY 1B UNIT 10
PONTE VEDRA, FL 32081

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
149	149	FLE	TRCDD-005	008	TRIBUTARY 1B UNIT 10	02/13/23	109179D

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
			Source Order#: 1983926			
			SEWER 1B 10			
6398	6398	SDR26HWSPX14	8X14 SDR26 HW PVC GJ SWR PIPE	15.640	FT	100064.72
4382	4382	SDR26HWSPU14	6X14 SDR26 HW PVC GJ SWR PIPE	8.640	FT	37860.48
			FORCE MAIN 1B 10			
660	660	DR18GPX	8 C900 DR18 PVC GJ GREE PIPE	24.910	FT	16440.60
1180	1180	DR18GPU	6 C900 DR18 PVC GJ GREE PIPE	14.500	FT	17110.00
1420	0	DR18GPP	4 C900 DR18 PVC GJ GREE PIPE		FT	0.00
			WATER 1B 10			
580	0	DR18BP16	16 C900 DR18 CL235 PVC GJ BLUE PIPE		FT	0.00
1540	0	DR18BP10	10 C900 DR18 PVC GJ BLUE PIPE		FT	0.00
1440	0	DR18BPX	8 C900 DR18 PVC GJ BLUE PIPE		FT	0.00
100	0	DR18BPU	6 C900 DR18 PVC GJ BLUE PIPE		FT	0.00
60	0	DR18BPU	6 C900 DR18 PVC GJ BLUE PIPE		FT	0.00
			REUSE 1B 10			
2320	0	DR18PP12	12 C900 DR18 PVC GJ PURP PIPE		FT	0.00
1400	0	DR18PP10	10 C900 DR18 PVC GJ PURP PIPE		FT	0.00
1360	0	DR18PPX	8 C900 DR18 PVC GJ PURP PIPE		FT	0.00
140	0	DR18PPP	4 C900 DR18 PVC GJ PURP PIPE		FT	0.00
INVOICE SUB-TOTAL						171475.80

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



Need our 2023 W-9 Form?

Log in to your Ferguson.com account and find the current form under 'Resources' on the left-hand side.

Not enrolled? It's easy! Go to Ferguson.com and click LOGIN | REGISTER in the upper right to get started.

TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	\$171,475.80
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 189 Ferguson

Final Audit Report

2023-02-21

Created:	2023-02-21
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE9NJHG70lsvrB34mn0CtPx0Rv_bIAOhf

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 189 Ferguson" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-02-21 - 1:11:16 PM GMT- IP address: 170.249.159.100
-  Document emailed to Carolina Aristimuno (gkem@greenpointellc.com) for signature
2023-02-21 - 1:11:45 PM GMT
-  Email viewed by Carolina Aristimuno (gkem@greenpointellc.com)
2023-02-21 - 1:18:29 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkem@greenpointellc.com)
Signature Date: 2023-02-21 - 1:18:43 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-02-21 - 1:18:43 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BIX

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 190**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **190**
- (2) Payment Instructions; **Invision Construction, Inc.**
11251 Business Park Blvd, Suite 4
Jacksonville, FL 32256
- (3) Amount Payable: **\$ 2,000.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Edwards Road Fire Station - Take off and estimates for new construction of fire house - Invoice 1642**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
SERIES 2021B (SOUTH ASSESSMENT AREA)
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:


1. obligations in the stated amount set forth above have been incurred by the Issuer,
or
 this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

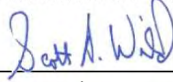
**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


District Engineer

February 21, 2023

Invision Construction inc.
11251 Business Park Blvd Ste 4
FL 32256
+1 9043450515
Ryan@invisionConstructionInc.com



APPROVED

By Mike Taylor at 4:23 pm, Feb 21, 2023

BILL TO

Three Rivers CDD c/o
Wrathell, Hunt and Associates,
LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

SHIP TO

Three Rivers CDD c/o
Wrathell, Hunt and Associates,
LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

INVOICE 1642

DATE 09/01/2022 TERMS Net 30

DUE DATE 10/01/2022

ACTIVITY	QTY	RATE	AMOUNT
Sales Edwards Road Fire Station - Take off and estimates for new construction of fire house	1	2,000.00	2,000.00

We hereby propose to furnish labor and materials(as noted)- complete in accordance with the above specifications. All work to be completed in a workmanlike manner according to standard practices. Any alterations or deviation from above specifications involving extra cost, will be executed only upon written orders, and will become an extra charge over and above the estimate. Any additional work shall be a "Change Order" and will incur additional charges. Contractor will not be responsible for any unknown wall, ceiling, or floor framing that is damaged, poorly constructed, defective and/or due to its condition require extra work. This would be addressed as a "Change Order" .

*ALLOWANCE : means that this is a estimate and could be higher or lower based upon job environment. Subject to change.

**Any flooring installed over existing surfaces does have potential for high and low places beyond self leveler.
1 year labor warranty on flooring install. no warranty on existing surfaces

SUBTOTAL	2,000.00
TAX	0.00
TOTAL	2,000.00

TOTAL DUE \$2,000.00

If you have any questions concerning this invoice, contact me.

Thank you for your business!

Thank you for partnering with InVision Construction. At this time we are accepting Check with an option for Credit card, however, there will be a 3% transaction fee.






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 190 Invision Construction

Final Audit Report

2023-02-21

Created:	2023-02-21
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAbx_luJwfiCD0pkSaJT8FmlScsMBwYniy

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 190 Invision Construction" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-02-21 - 9:49:06 PM GMT- IP address: 50.229.118.75
-  Document emailed to Carolina Aristimuno (gkem@greenpointellc.com) for signature
2023-02-21 - 9:49:20 PM GMT
-  Email viewed by Carolina Aristimuno (gkem@greenpointellc.com)
2023-02-21 - 10:01:08 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkem@greenpointellc.com)
Signature Date: 2023-02-21 - 10:01:45 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-02-21 - 10:01:45 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BX

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 191**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **191**
- (2) Name of Payee pursuant to Acquisition Agreement:

**Gold Coast Land Management, LLC
33549 Forest Drive
Deland, FL 32720**

- (3) Amount Payable: **\$ 66,201.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Unit 12 and 13 Clearing and Grubbing (90% completion) Invoice I190131260**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
2021B South Assessment Area Account

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:
The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER



District Engineer

October 6, 2022

Gold Coast Land Management, LLC
33549 Forest Dr
Deland, FL 32720 US
3868011810
troy@gclandmanagement.com
http://www.gclandmanagement.com

Invoice

BILL TO

Gregg Kern
Three Rivers CDD
7807 Baymeadows Road East | Ste.
205
Jacksonville, FI 32256 USA

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
1190131260	02/19/2023	\$66,201.00	03/21/2023	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Clearing & Grubbing Unit 12 & 13	status is at 90% of total completion	1	66,201.00	66,201.00

BALANCE DUE

\$66,201.00






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION No. 191 Gold Coast

Final Audit Report

2023-02-23

Created:	2023-02-23
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvEuCuQ8MfwggQZC-hH4OclAzwum7Xmst

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION No. 191 Gold Coast" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-02-23 - 6:11:53 PM GMT- IP address: 170.249.159.100
-  Document emailed to Carolina Aristimuno (gkem@greenpointellc.com) for signature
2023-02-23 - 6:12:12 PM GMT
-  Email viewed by Carolina Aristimuno (gkem@greenpointellc.com)
2023-02-23 - 7:22:40 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkem@greenpointellc.com)
Signature Date: 2023-02-23 - 7:29:37 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-02-23 - 7:29:37 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXI

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 192**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **192**
- (2) Name of Payee pursuant to Acquisition Agreement:
Kutak Rock LLP
Wire Transfer Remit To:
ABA #104000016
First National Bank of Omaha
Kutak Rock LLP
A/C # 24690470
- (3) Amount Payable: **\$ 1,120.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Professional Legal Services related to Project Construction, Invoice 3182978 123-3 (Jan 2023)**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
2021B ACQUISITION AND CONSTRUCTION
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;


3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


District Engineer

February 28, 2023

KUTAK ROCK LLP

TALLAHASSEE, FLORIDA

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

February 25, 2023

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Wire Transfer Remit To:

ABA #104000016

First National Bank of Omaha

Kutak Rock LLP

A/C # 24690470

Reference: Invoice No. 3182978

Client Matter No. 123-3

Mr. Craig Wrathell
Three Rivers CDD
Wrathell, Hunt & Associates, LLC
401W
2300 Glades Road
Boca Raton, FL 33431

Invoice No. 3182978
123-3

Re: Project Construction

For Professional Legal Services Rendered

01/03/23	W. Haber	0.60	180.00	Confer with Kern and begin preparing construction contract assignment documents
01/04/23	W. Haber	1.40	420.00	Prepare assignment documents for agreements for Units 8 and 10
01/04/23	K. Jusevitch	0.60	75.00	Confer with Haber regarding contract assignment documents and funding agreement
01/05/23	W. Haber	0.50	150.00	Confer with Wild regarding assignment documents for Units 8 and 10
01/10/23	W. Haber	0.30	90.00	Confer with Kern regarding RFPs for work subject to JEA reimbursement
01/11/23	W. Haber	0.40	120.00	Review documents for JEA reimbursable RFP
01/27/23	W. Haber	0.20	60.00	Review contract assignment documents
01/27/23	K. Jusevitch	0.20	25.00	Confer with Haber regarding assignment documents

KUTAK ROCK LLP

Three Rivers CDD

February 25, 2023

Client Matter No. 123-3

Invoice No. 3182978

Page 2

TOTAL HOURS 4.20

TOTAL FOR SERVICES RENDERED \$1,120.00

TOTAL CURRENT AMOUNT DUE \$1,120.00






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION Kutak No 192 (3182978)

Final Audit Report

2023-03-01

Created:	2023-02-28
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA59hbfsz9AIZzAxRin5erbXyg2v72N3_

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION Kutak No 192 (3182978)" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-02-28 - 6:10:22 PM GMT- IP address: 170.249.159.100
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2023-02-28 - 6:10:38 PM GMT
-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-03-01 - 4:36:08 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-03-01 - 4:36:17 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-03-01 - 4:36:17 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 193**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **193**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 650,402.92**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary, Unit 8 – Application for Payment No. 5 (Feb 2023)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;

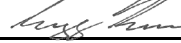
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.


**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**


District Engineer

March 9, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 02/01/2023

Period To: 02/28/2023

To: Three Rivers CDD
2300 Glades Road
Suite 410w
Boca Raton, FL 33431

VCC Project #: 202251
Project #: TRIBUTARY, UNIT 8
Three Rivers CDD Subcontract #:
Application #: 5

Attn.: Scott Wild

**Project Description: TRIBUTARY, UNIT 8
Estuary Way
Yulee, FL**

ORIGINAL CONTRACT AMOUNT.....	\$	6,720,808.90
CHANGE ORDERS TO DATE.....	\$	-744,518.24
REVISED CONTRACT AMOUNT.....	\$	5,976,290.66
PERCENTAGE COMPLETE.....	52.65%	
WORK COMPLETE TO DATE.....	\$	3,146,336.53
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	3,146,336.53
LESS RETAINAGE.....	\$	157,316.84
TOTAL EARNED LESS RETAINAGE.....	\$	2,989,019.69
LESS PREVIOUS BILLINGS.....	\$	2,338,616.77
CURRENT DUE.....	\$	650,402.92

Account Summary:	Sales	Sales
	This Period	To Date
Gross:	684,634.65	3,146,336.53
Retainage:	34,231.73	157,316.84
Net:	650,402.92	2,989,019.69



TO: Three Rivers CDD
2300 Glades Road, Suite 410w
Boca Raton, FL 33431

PROJECT: TRIBUTARY, UNIT 8

APPLICATION NO: 5

PERIOD TO: 02/28/2023

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

FROM: Vallencourt Construction Co. Inc.
449 Center Street
Green Cove Springs, FL 32043

CONTRACTOR'S
PROJECT NO: 202251

CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$-744,518.24
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$-744,518.24

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallencourt Construction Co. Inc.

Tim Gaddis, Project Manager

By: Tim Gaddis

Date: 03/03/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached	
1. ORIGINAL CONTRACT SUM.....	\$ 6,720,808.90
2. Net change by Change Orders.....	\$ -744,518.24
3. CONTRACT SUM TO DATE (Line 1 +- 2).....	\$ 5,976,290.66
4. TOTAL COMPLETED & STORED TO DATE.....	\$ 3,146,336.53
(Column G on G703)	
5. RETAINAGE:	
a. 5.00 % of Completed Work	\$ 157,316.84
(Column D + E on G703)	
b. 5.00 % of Stored Materials	\$ 0.00
(Column F on G703)	
Total Retainage (Line 5a + 5b or	
Total in Column 1 of G703).....	\$ 157,316.84
6. TOTAL EARNED LESS RETAINAGE:.....	\$ 2,989,019.69
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT (Line 6 from prior Certificate).....	\$ 2,338,616.77
8. CURRENT PAYMENT DUE.....	\$ 650,402.92
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$ 2,987,270.97
(Line 3 less Line 6)	

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED..... \$ 650,402.92

(Attach explanation if amount certified differs from the amount applied for.)

ENGINEER:

By: Scott A. Wald Date: 3/9/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers CDD
TRIBUTARY, UNIT 8**

Yulee, FL

APPLICATION NUMBER:

5

APPLICATION DATE:

03/03/2023

PERIOD TO:

02/28/2023

VCC PROJECT #:

202251

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	MOBILIZATION & GENERAL CONDITIONS	\$204,077.97	\$130,040.70	\$5,970.75	\$0.00	\$136,011.45	66.65%	\$68,066.52	\$6,800.58
2	NPDES	\$51,978.48	\$19,499.05	\$3,238.26	\$0.00	\$22,737.31	43.74%	\$29,241.17	\$1,136.86
3	SURVEY & AS-BUILTS	\$58,341.14	\$14,001.87	\$2,917.06	\$0.00	\$16,918.93	29.00%	\$41,422.21	\$845.96
4	EROSION CONTROL	\$8,962.78	\$6,482.90	\$0.00	\$0.00	\$6,482.90	72.33%	\$2,479.88	\$324.15
5	MOT	\$6,962.63	\$2,645.80	\$0.00	\$0.00	\$2,645.80	38.00%	\$4,316.83	\$132.29
6	POND EXCAVATION	\$1,027,403.96	\$810,506.44	\$101,304.25	\$0.00	\$911,810.69	88.75%	\$115,593.27	\$45,590.52
7	EARTHWORK	\$1,373,307.23	\$836,449.88	\$133,278.78	\$0.00	\$969,728.66	70.61%	\$403,578.57	\$48,486.44
8	GRASSING	\$57,663.18	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$57,663.18	\$0.00
9	SUBSOIL STABILIZATION	\$191,067.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$191,067.83	\$0.00
10	BASE	\$353,612.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$353,612.20	\$0.00
11	ASPHALT	\$82,568.56	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$82,568.56	\$0.00
12	STRIPING & SIGNAGE	\$29,147.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,147.69	\$0.00
13	CONCRETE	\$124,195.94	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$124,195.94	\$0.00
14	STORM DRAINAGE	\$634,385.76	\$260,830.03	\$202,380.76	\$0.00	\$463,210.79	73.02%	\$171,174.97	\$23,160.53
15	GRAVITY SEWER	\$569,895.63	\$452,704.94	\$8,076.00	\$0.00	\$460,780.94	80.85%	\$109,114.69	\$23,039.05
16	FORCE MAIN	\$12,383.59	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$12,383.59	\$0.00
17	WATER MAIN	\$883,820.55	\$169,548.94	\$13,553.25	\$0.00	\$183,102.19	20.72%	\$700,718.36	\$9,155.11
18	REUSE MAIN	\$671,528.78	\$0.00	\$360,045.40	\$0.00	\$360,045.40	53.62%	\$311,483.38	\$18,002.27
19	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
20	SLEEVING UNDER PAVEMENT	\$229,505.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$229,505.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$6,720,808.90	\$2,702,710.55	\$830,764.51	\$0.00	\$3,533,475.06	52.58%	\$3,187,333.84	\$176,673.76
	CHANGE ORDERS								
		\$-744,518.24	\$-241,008.67	\$-146,129.86	\$0.00	\$-387,138.53	52.00%	\$-357,379.71	\$-19,356.92
		\$-744,518.24	\$-241,008.67	\$-146,129.86	\$0.00	\$-387,138.53	52.00%	\$-357,379.71	\$-19,356.92
	TOTAL----->	\$5,976,290.66	\$2,461,701.88	\$684,634.65	\$0.00	\$3,146,336.53	52.65%	\$2,829,954.13	\$157,316.84

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$650,402.92, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 02/28/2023 on the job of Three Rivers CDD to the following described property :

Project: TRIBUTARY, UNIT 8
Location: Estuary Way, Yulee, FL

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 03/03/2023

Lienor's Name: Vallencourt Construction Co. Inc.

Address: 449 Center Street
Green Cove Springs, FL 32043

Phone: (904) 291-9330

By: *Tim Gaddis*

Printed Name: Tim Gaddis

Title: Senior Project Manager

Title	202251 - PayApp - TRIBUTARY, UNIT 8 - Vallencourt Construction Co. Inc. - Feb2023
File name	202251_PayApp_TRIBUTARYUNIT8_VallencourtConstructionCoInc_Feb2023.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

Created	03/03/2023 14:31:48 EST Created by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42
Signed	03/03/2023 15:16:36 EST Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

This audit trail provides a detailed history of the online activity, events, and signatures recorded for this document, in compliance with the E-SIGN Act. All parties have chosen to use electronic documents and to sign them electronically. These electronic records and signatures carry the same weight and have the same legal effect as traditional paper documents and wet ink signatures.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXIII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 194**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **194**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 699,512.46**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary, Unit 10 – Application for Payment No. 5 (Feb 2023)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**


District Engineer

March 8, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 02/01/2023

Period To: 02/28/2023

To: Three Rivers CDD
2300 Glades Road
Suite 410w
Boca Raton, FL 33431

VCC Project #: 202269
Project #: TRIBUTARY, UNIT 10
Three Rivers CDD Subcontract #:
Application #: 5

Attn.: SCOTT WILD

Project Description: **TRIBUTARY, UNIT 10**
Estuary Way
Yulee, FL

ORIGINAL CONTRACT AMOUNT.....	\$	9,795,007.44
CHANGE ORDERS TO DATE.....	\$	0.00
REVISED CONTRACT AMOUNT.....	\$	9,795,007.44
PERCENTAGE COMPLETE.....	11.19%	
WORK COMPLETE TO DATE.....	\$	1,096,333.19
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	1,096,333.19
LESS RETAINAGE.....	\$	54,816.68
TOTAL EARNED LESS RETAINAGE.....	\$	1,041,516.51
LESS PREVIOUS BILLINGS.....	\$	342,004.05
CURRENT DUE.....	\$	699,512.46

Account Summary:	Sales This Period	Sales To Date
Gross:	736,328.93	1,096,333.19
Retainage:	36,816.47	54,816.68
Net:	699,512.46	1,041,516.51



TO: Three Rivers CDD
2300 Glades Road, Suite 410w
Boca Raton, FL 33431

PROJECT: TRIBUTARY, UNIT 10

APPLICATION NO: 5

PERIOD TO: 02/28/2023

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

FROM: Vallencourt Construction Co. Inc.
449 Center Street
Green Cove Springs, FL 32043

CONTRACTOR'S
PROJECT NO: 202269

CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY

Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallencourt Construction Co. Inc.

Tim Gaddis, Project Manager

By: Tim Gaddis

Date: 03/03/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$	9,795,007.44
2. Net change by Change Orders.....	\$	0.00
3. CONTRACT SUM TO DATE (Line 1 +- 2).....	\$	9,795,007.44
4. TOTAL COMPLETED & STORED TO DATE.....	\$	1,096,333.19
(Column G on G703)		
5. RETAINAGE:		
a. 5.00 % of Completed Work	\$	54,816.68
(Column D + E on G703)		
b. 5.00 % of Stored Materials	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or		
Total in Column 1 of G703).....	\$	54,816.68
6. TOTAL EARNED LESS RETAINAGE:.....	\$	1,041,516.51
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR		
PAYMENT (Line 6 from prior Certificate).....	\$	342,004.05
8. CURRENT PAYMENT DUE.....	\$	699,512.46
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$	8,753,490.93
(Line 3 less Line 6)		

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED..... \$ 699,512.46

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT:

By: Scott A. Wild Date: 3/9/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers CDD
TRIBUTARY, UNIT 10**

Yulee, FL

APPLICATION NUMBER:

5

APPLICATION DATE:

03/03/2023

PERIOD TO:

02/28/2023

VCC PROJECT #:

202269

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION (D+E)	E THIS PERIOD					
	MOBILIZATION & GENERAL CONDITIONS	\$276,007.57	\$160,011.45	\$10,192.55	\$0.00	\$170,204.00	61.67%	\$105,803.57	\$8,510.19
	NPDES	\$40,619.92	\$10,154.63	\$2,536.52	\$0.00	\$12,691.15	31.24%	\$27,928.77	\$634.56
	SURVEY & AS-BUILTS	\$62,369.53	\$9,728.84	\$3,448.99	\$0.00	\$13,177.83	21.13%	\$49,191.70	\$658.90
	EROSION CONTROL	\$8,176.79	\$8,176.79	\$0.00	\$0.00	\$8,176.79	100.00%	\$0.00	\$408.84
	MOT	\$7,466.93	\$1,866.74	\$448.02	\$0.00	\$2,314.76	31.00%	\$5,152.17	\$115.74
	POND EXCAVATION	\$1,202,165.34	\$69,324.84	\$264,803.00	\$0.00	\$334,127.84	27.79%	\$868,037.50	\$16,706.40
	EARTHWORK	\$1,783,173.28	\$100,740.97	\$257,410.86	\$0.00	\$358,151.83	20.09%	\$1,425,021.45	\$17,907.60
	GRASSING	\$156,445.85	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$156,445.85	\$0.00
	SUBSOIL STABILIZATION	\$252,182.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$252,182.50	\$0.00
	BASE	\$428,639.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$428,639.70	\$0.00
	ASPHALT	\$173,815.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$173,815.20	\$0.00
	STRIPING & SIGNAGE	\$19,624.97	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,624.97	\$0.00
	CONCRETE	\$217,494.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$217,494.80	\$0.00
	HARDSCAPE	\$278,177.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$278,177.70	\$0.00
	STORM DRAINAGE	\$1,065,594.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$1,065,594.50	\$0.00
	GRAVITY SEWER	\$907,018.51	\$0.00	\$55,848.60	\$0.00	\$55,848.60	6.16%	\$851,169.91	\$2,792.43
	LIFT STATION	\$747,356.24	\$0.00	\$141,640.39	\$0.00	\$141,640.39	18.95%	\$605,715.85	\$7,082.02
	FORCE MAIN	\$238,230.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$238,230.69	\$0.00
	WATER MAIN	\$842,878.47	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$842,878.47	\$0.00
	REUSE MAIN	\$729,723.95	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$729,723.95	\$0.00
	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
	SLEEVING UNDER PAVEMENT	\$207,845.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$207,845.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$9,795,007.44	\$360,004.26	\$736,328.93	\$0.00	\$1,096,333.19	11.19%	\$8,698,674.25	\$54,816.68
	CHANGE ORDERS								
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
	TOTAL----->	\$9,795,007.44	\$360,004.26	\$736,328.93	\$0.00	\$1,096,333.19	11.19%	\$8,698,674.25	\$54,816.68

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$699,512.46, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 02/28/2023 on the job of Three Rivers CDD to the following described property :

Project: TRIBUTARY, UNIT 10
Location: Estuary Way, Yulee, FL
Invoice#: _____

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 03/03/2023

Lienor's Name: Vallencourt Construction Co. Inc.
Address: 449 Center Street
Green Cove Springs, FL 32043
Phone: (904) 291-9330

By: Tim Gaddis

Printed Name: Tim Gaddis
Title: Project Manager

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this _____ day of _____
by _____ of _____, a _____, on behalf of the corporation.

Personally known _____ or Produced Identification _____ Type of Identification _____

Notary Public

*NOTE: This is a statutory form prescribed by Section 713.20, Florida Statutes (1996).
Effective October 1, 1996, a person may not require a lienor to furnish a waiver
or release of lien that is different from the statutory form.*

Title	202269 - PayApp - TRIBUTARY, UNIT 10 - Vallencourt Construction Co. Inc. - Feb2023
File name	202269_PayApp_TRIBUTARYUNIT10_VallencourtConstructionCoInc_Feb2023.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

Created	03/03/2023 15:21:56 EST Created by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42
Signed	03/03/2023 15:35:56 EST Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

This audit trail provides a detailed history of the online activity, events, and signatures recorded for this document, in compliance with the E-SIGN Act. All parties have chosen to use electronic documents and to sign them electronically. These electronic records and signatures carry the same weight and have the same legal effect as traditional paper documents and wet ink signatures.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXIV

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 195**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **195**
- (2) Name of Payee pursuant to Acquisition Agreement:
England-Thims & Miller, Inc.
First Citizens
ABA Routing #053100300
Jacksonville, FL
Account #9061592290 - England, Thims & Miller, Inc.
- (3) Amount Payable: **\$ 14,910.06**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

Invoice 207287 (Feb 2003) Unit 10 CEI Services (WA#15)	\$2,241.48
Invoice 207283 (Feb 2023) Tax Exempt Purchase Administration (Unit B) (WA#14)	\$2,963.00
Invoice 207120 (Feb 2023) Three Rivers CDD-Edwards Road Water Main Surveying/Design/Permitting	\$2,336.25
Invoice 207274 (Feb 2023) Tributary Unit 8 CEI (WA#8)	\$4,857.33
Invoice 207269 (Feb 2023) Master Site Planning (WA#17)	<u>\$2,512.00</u>
TOTAL REQUISITION 195	\$14,910.06

- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
SERIES 2021B (SOUTH ASSESSMENT AREA)
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer,

or


- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


District Engineer

March 13, 2023



Ernesto Torres
 Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

March 06, 2023
 Project No: 22443.00000
 Invoice No: 0207287

Project 22443.00000 Three Rivers CDD-Unit 10 CEI Services (WA#15)

Professional Services rendered through February 25, 2023

Task 01 Limited Construction Administration Services

Professional Personnel

			Hours	Rate	Amount	
Vice President						
Wild, Scott	2/11/2023		1.00	260.00	260.00	
Wild, Scott	2/18/2023		1.00	260.00	260.00	
Project Manager						
Milligan, Neal	2/11/2023		.50	200.00	100.00	
Engineer						
Bolatete, Nicole	2/18/2023		.50	175.00	87.50	
McDaniel, Reid	2/11/2023		.50	175.00	87.50	
CEI Project Manager/Project Admin.						
Donchez, James	2/18/2023		.50	184.00	92.00	
CEI Sr. Inspector						
Brooks, Jeffrey	2/18/2023		3.00	163.00	489.00	
CEI Inspector						
Steeple, Travis	2/25/2023		3.00	132.00	396.00	
Totals			10.00		1,772.00	
Total Labor						1,772.00

	Current	Prior	To-Date	
Total Billings	1,772.00	8,406.25	10,178.25	
Contract Limit			65,520.00	
Remaining			55,341.75	
				Total this Task
				\$1,772.00

Task 02 Progress Meetings

Professional Personnel

			Hours	Rate	Amount
Vice President					
Wild, Scott	2/11/2023		1.50	260.00	390.00

Project Manager					
Schroeder, Alek	2/4/2023	.25	200.00	50.00	
Totals		1.75		440.00	
Total Labor					440.00

	Current	Prior	To-Date	
Total Billings	440.00	2,590.50	3,030.50	
Contract Limit			12,960.00	
Remaining			9,929.50	
			Total this Task	\$440.00

Task	03	Owner Requested Plan Revisions			
			Current	Prior	To-Date
Total Billings			0.00	9,840.00	9,840.00
Contract Limit					10,000.00
Remaining					160.00
				Total this Task	0.00

Task	04	Reimbursable Expenses			
Unit Billing					
2023 Mileage					29.48
			Current	Prior	To-Date
Total Billings			29.48	38.40	67.88
Contract Limit					500.00
Remaining					432.12
				Total this Task	\$29.48

Invoice Total this Period \$2,241.48

Outstanding Invoices

Number	Date	Balance
0206926	2/6/2023	4,272.40
Total		4,272.40



Ernesto Torres
 Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

March 06, 2023
 Project No: 22418.00000
 Invoice No: 0207283

Project 22418.00000 Three Rivers CDD-Tax Exempt Purchase Administration-Unit B (WA#14)

Professional Services rendered through February 25, 2023

Task 01 CDD Tax Exempt Purchase Administration

Professional Personnel

			Hours	Rate	Amount
Vice President					
Wild, Scott	2/11/2023		2.00	260.00	520.00
Wild, Scott	2/18/2023		1.00	260.00	260.00
Wild, Scott	2/25/2023		1.50	260.00	390.00
CEI Sr. Inspector					
Ellins, Jason	2/4/2023		4.00	163.00	652.00
Ellins, Jason	2/11/2023		4.00	163.00	652.00
Ellins, Jason	2/18/2023		1.00	163.00	163.00
Ellins, Jason	2/25/2023		2.00	163.00	326.00
Totals			15.50		2,963.00
Total Labor					2,963.00

	Current	Prior	To-Date
Total Billings	2,963.00	5,767.50	8,730.50
Contract Limit			25,000.00
Remaining			16,269.50
Total this Task			\$2,963.00

Task	XP	Reimbursable Expenses	Current	Prior	To-Date
Total Billings			0.00	0.00	0.00
Contract Limit					500.00
Remaining					500.00
Total this Task					0.00

Invoice Total this Period \$2,963.00

Outstanding Invoices

Number	Date	Balance
0206921	2/6/2023	1,860.00
Total		1,860.00

England-Thimy & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-842-8990 • fax 904-646-9485
CA-00002684 LC-0000316



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

March 01, 2023
 Project No: 22336.00000
 Invoice No: 0207120

Project 22336.00000 Three Rivers CDD-Edwards Road Watermain CEI Services (WA#9)

Professional Services rendered through February 25, 2023

Task	01	Limited Construction Administration Services		
		Current	Prior	To-Date
Total Billings		0.00	0.00	0.00
Contract Limit				20,160.00
Remaining				20,160.00
Total this Task				0.00

Task	02	Owner Requested Plan Revisions		
Professional Personnel				
		Hours	Rate	Amount
Vice President				
Wild, Scott	2/11/2023	1.00	260.00	260.00
Wild, Scott	2/25/2023	6.00	260.00	1,560.00
Engineer				
Bolatete, Nicole	2/25/2023	.25	175.00	43.75
Engineering/Landscape Designer				
Simonelli, Dino	2/25/2023	1.00	140.00	140.00
Administrative Support				
Blair, Shelley	2/18/2023	.50	95.00	47.50
Blair, Shelley	2/25/2023	3.00	95.00	285.00
Totals		11.75		2,336.25
Total Labor				2,336.25
		Current	Prior	To-Date
Total Billings		2,336.25	2,201.50	4,537.75
Contract Limit				5,000.00
Remaining				462.25
Total this Task				\$2,336.25

Task	03	RFP Process		
		Current	Prior	To-Date
Total Billings		0.00	4,819.00	4,819.00
Contract Limit				5,000.00

Remaining

181.00

Total this Task

0.00

Task 04

Reimbursable Expenses

Current

Prior

To-Date

Total Billings

0.00

0.00

0.00

Contract Limit

1,500.00

Remaining

1,500.00

Total this Task

0.00

Invoice Total this Period

\$2,336.25

Outstanding Invoices

Number

Date

Balance

0206911

2/6/2023

3,142.00

Total

3,142.00

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14775 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-642-8990 • fax 904-646-9485
CA-00002584 LC-0000316



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

March 06, 2023
 Project No: 22324.00000
 Invoice No: 0207274

Project 22324.00000 Tributary Unit 8 CEI (WA#8)

Professional Services rendered through February 25, 2023

Task 01 Limited Construction Administration Services

Professional Personnel

		Hours	Rate	Amount
Project Manager				
Milligan, Neal	2/4/2023	2.00	200.00	400.00
Milligan, Neal	2/11/2023	1.00	200.00	200.00
Milligan, Neal	2/25/2023	1.50	200.00	300.00
CEI Project Manager/Project Admin.				
Donchez, James	2/4/2023	.50	184.00	92.00
Donchez, James	2/11/2023	.50	184.00	92.00
Donchez, James	2/18/2023	.50	184.00	92.00
Donchez, James	2/25/2023	.50	184.00	92.00
CEI Sr. Inspector				
Brooks, Jeffrey	2/11/2023	2.00	163.00	326.00
Brooks, Jeffrey	2/18/2023	1.00	163.00	163.00
CEI Inspector				
Steeple, Travis	2/4/2023	3.00	132.00	396.00
Steeple, Travis	2/11/2023	3.00	132.00	396.00
Steeple, Travis	2/18/2023	3.00	132.00	396.00
Steeple, Travis	2/25/2023	3.00	132.00	396.00
Totals		21.50		3,341.00
Total Labor				3,341.00

	Current	Prior	To-Date
Total Billings	3,341.00	12,604.25	15,945.25
Contract Limit			59,520.00
Remaining			43,574.75
Total this Task			\$3,341.00

Task 02 Progress Meetings

Professional Personnel

		Hours	Rate	Amount	
Project Manager					
Schroeder, Alek	2/11/2023	.25	200.00	50.00	
Totals		.25		50.00	
Total Labor					50.00
		Current	Prior	To-Date	
Total Billings		50.00	8,502.50	8,552.50	
Contract Limit				12,960.00	
Remaining				4,407.50	
			Total this Task		\$50.00

Task 03 Owner Requested Plan Revisions

Professional Personnel

		Hours	Rate	Amount	
Project Manager					
Milligan, Neal	2/18/2023	3.00	200.00	600.00	
Totals		3.00		600.00	
Total Labor					600.00
		Current	Prior	To-Date	
Total Billings		600.00	3,513.00	4,113.00	
Contract Limit				10,000.00	
Remaining				5,887.00	
			Total this Task		\$600.00

Task 04 RFP Process

Professional Personnel

		Hours	Rate	Amount	
Project Manager					
Schroeder, Alek	2/11/2023	.75	200.00	150.00	
Totals		.75		150.00	
Total Labor					150.00
		Current	Prior	To-Date	
Total Billings		150.00	7,091.50	7,241.50	
Contract Limit				7,500.00	
Remaining				258.50	
			Total this Task		\$150.00

Task 05 Reimbursable Expenses

Expenses

Classified Advertising				686.85	
Total Expenses			1.0 times	686.85	686.85

Unit Billing

2023 Mileage					29.48
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England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14775 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-842-8990 • fax 904-646-9485
 CA-00002684 LC-0000316

	Current	Prior	To-Date
Total Billings	716.33	224.13	940.46
Contract Limit			1,500.00
Remaining			559.54
	Total this Task		\$716.33
	Invoice Total this Period		\$4,857.33

Outstanding Invoices

Number	Date	Balance
0206910	2/6/2023	9,915.88
Total		9,915.88



Three Rivers Community Development District
 c/o Wrathell, Hunt and Associates, LLC
 2300 Glades Road, Suite 410W
 Boca Raton, FL 33431

March 06, 2023
 Project No: 22121.00000
 Invoice No: 0207269

Project 22121.00000 Three Rivers CDD - (WA#7) MASTER SITE PLANNING

Professional Services rendered through February 25, 2023

Task 01 Master Site Planning

Professional Personnel

		Hours	Rate	Amount
Sr. Landscape Architect				
Clark, Ryan	2/4/2023	6.75	184.00	1,242.00
Clark, Ryan	2/11/2023	2.50	184.00	460.00
Engineering/Landscape Designer				
Lima, Livia	2/11/2023	1.50	140.00	210.00
	Totals	10.75		1,912.00
	Total Labor			1,912.00

	Current	Prior	To-Date
Total Billings	1,912.00	22,834.75	24,746.75
Contract Limit			25,000.00
Remaining			253.25
		Total this Task	\$1,912.00

Task 02 Master Plan Coordination

Professional Personnel

		Hours	Rate	Amount
Project Manager				
Milligan, Neal	2/4/2023	.50	200.00	100.00
Milligan, Neal	2/11/2023	1.00	200.00	200.00
Milligan, Neal	2/18/2023	.50	200.00	100.00
Milligan, Neal	2/25/2023	1.00	200.00	200.00
	Totals	3.00		600.00
	Total Labor			600.00

	Current	Prior	To-Date
Total Billings	600.00	13,395.75	13,995.75
Contract Limit			15,000.00
Remaining			1,004.25
		Total this Task	\$600.00

England-Thimys & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14775 Old St. Augustine Road • Jacksonville, Florida 32256 • tel 904-842-8990 • fax 904-646-9485
 CA-00002684 LC-0000316

Task	XP	Expenses	Total this Task	0.00
			Invoice Total this Period	<u><u>\$2,512.00</u></u>

Outstanding Invoices

Number	Date	Balance
0206900	2/6/2023	5,921.25
Total		5,921.25






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 195

Final Audit Report

2023-03-13

Created:	2023-03-13
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAASI4EDrALr-dRSfUY8j0Dc_jmWTVJy4Vn

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 195" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-03-13 - 2:09:53 PM GMT- IP address: 73.104.179.217
-  Document emailed to Carolina Aristimuno (gkern@greenpointellc.com) for signature
2023-03-13 - 2:10:12 PM GMT
-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-03-13 - 2:32:42 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-03-13 - 2:32:53 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-03-13 - 2:32:53 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXV

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 196**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **196**
- (2) Name of Payee pursuant to Acquisition Agreement:

**Gold Coast Land Management, LLC
33549 Forest Drive
Deland, FL 32720**

- (3) Amount Payable: **\$ 48,400.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Clearing and Grubbing on Tributary Units 12 & 13 and Units 10 & 15 - Invoice I190131262**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:

2021B South Assessment Area Account

- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:
The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER



District Engineer

March 14, 2022

Gold Coast Land Management, LLC

33549 Forest Dr
 Deland, FL 32720 US
 3868011810
 troy@gclandmanagement.com
 http://www.gclandmanagement.com

Invoice**BILL TO**

Greg Kern
 Three Rivers Developers LLC
 7807 Baymeadows Road East | Ste
 205
 Jacksonville, Fl 32256 USA

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
I190131262	03/14/2023	\$48,400.00	04/13/2023	Net 30	

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Clearing On Tributary Unit 12 & 13	Final invoice 10% billed. 100% completed	1	29,950.00	29,950.00
	Clearing on Tributary Unit 10 & 15	Final Invoice 6% billed, 100% completed	1	18,450.00	18,450.00

BALANCE DUE

\$48,400.00

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXVI

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 197**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **197**
- (2) Payment Instructions; **SES Environmental Resource SOL
3550 St. Johns Bluff Road South
Jacksonville, FL 32224**
- (3) Amount Payable: **\$ 1,867.30**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Water Quality Plan - Invoice 39389**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:


1. obligations in the stated amount set forth above have been incurred by the Issuer,
or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

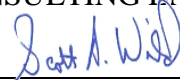
By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER



District Engineer

March 15, 2023

3550 St. Johns Bluff Road South
Jacksonville, FL 32224
(904)285-1397

Three Rivers Community Development District
2300 Glades Road
Suite 410W
Boca Raton, FL 33431

Invoice number 39389
Date 02/28/2023

Project **23007.00 Tributary WQ Plan (ERS
2P001.1032.0001.20)**

Professional Services provided through February 28, 2023

Intercompany Project # 1GSER.1032.0001.20

Z99 PROFESSIONAL SERVICES

Professional Personnel

	Units	Rate	Billed Amount
Environmental Scientist I	4.50	160.00	720.00
Environmental Scientist V	2.00	105.00	210.00

Reimbursable Expense

	Units	Rate	Billed Amount
Lab Fees			937.30

subtotal 1,867.30

Invoice total **1,867.30**

Finalize and submit proposed water quality monitoring plan to FDEP. Coordination and follow-up with FDEP.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXVII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 198**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **198**
- (2) Payment Instructions; **Avid Trails LLC**
P.O. Box 527
Lambertville, NJ 08530
- (3) Amount Payable: **\$ 9,450.00**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Avid Trails Design & Planning (75% Progress Invoice for Tributary Trail CD Package) Invoice Tributary Trail CD-01**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
SERIES 2021B (SOUTH ASSESSMENT AREA)
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,
or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
_____ Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER


_____ District Engineer

March 28, 2023

Avid Trails LLC
P.O. Box 527
Lambertville, NJ 08530
avidtrails.com



INVOICE

BILL TO
Three Rivers CDD

INVOICE # Tributary Trail
CD-01

DATE 03/27/2023

DUE DATE 04/26/2023

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Avid Trail Design & Planning 75% progress invoice for Tributary Trail CD Package	1	9,450.00	9,450.00

BALANCE DUE

\$9,450.00





Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 198 Avid Trails

Final Audit Report

2023-03-28

Created:	2023-03-28
By:	Shelley Blair (blairs@etminc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3Rky60mkhoN-wvERgXSQvo4vpS_4t1iq

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 198 Avid Trails" History

-  Document created by Shelley Blair (blairs@etminc.com)
2023-03-28 - 5:05:27 PM GMT- IP address: 50.229.118.75
-  Document emailed to Carolina Aristimuno (gkern@greenpointellc.com) for signature
2023-03-28 - 5:05:44 PM GMT
-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-03-28 - 5:06:56 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-03-28 - 5:07:04 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-03-28 - 5:07:04 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXVIII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 199**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **199**
- (2) Wire Instructions; **Ferguson Enterprises, LLC
Bank of America
900 W. Trade Street, Charlotte, NC 28173
Account name: Ferguson Enterprises, LLC
Account number: 4427213913
ABA/routing number (ACHs only): 111000012
ABA/routing number (wires only): 026009593
Swift Code (international wires only): BOFAUS3N**
- (3) Amount Payable: **\$ 183,223.46**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Direct Owner Purchase Invoices – Tributary Unit 10**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,
- or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
 4. each disbursement represents a Cost of the Project which has not previously been paid.


The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive

payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**


By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER



District Engineer

April 4, 2023

1988646	\$5,737.00	02/20/23
1983926	\$77,187.00	02/20/23
1983930-1	\$95,173.60	02/27/23
1983928-1	\$2,454.40	03/21/23
SC159423	\$2,671.46	03/31/23
TOTAL	\$183,223.46	



WATERWORKS

9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257

Please contact with Questions: 904-268-2551

THREE RIVERS COMMUNITY DEVELOP
2300 GLADES RD SUITE 410W
TRIBUTARY 1B UNIT 10
BOCA RATON, FL 33431

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1988646	\$5,737.00	66800	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FEL-JACKSONVILLE WW -#149
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 901798


SHIP TO:

THREE RIVERS C/O VALLENCRT CON
75573 EDWARDS RD
TRIBUTARY 1B UNIT 10
CALLAHAN, FL 32011

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
149	149	FLE	TRCDD-005 FM VLVS	008	TRIBUTARY 1B UNIT 10	02/20/23	IO 109228

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
1	1	AFC2608DLAFMM	FORCEMAIN 8 DI MJ RW OL SS STEM VLV L/A	1303.000	EA	1303.00
3	3	AFC2606DLAFMM	6 DI MJ RW OL SS STEM VLV L/A	828.000	EA	2484.00
3	3	AFC2604DLAFMM	4 DI MJ RW OL SS STEM VLV L/A	650.000	EA	1950.00
INVOICE SUB-TOTAL						5737.00

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



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TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	\$5,737.00
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All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH. *Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.*



WATERWORKS

9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257

Please contact with Questions: 904-268-2551

THREE RIVERS COMMUNITY DEVELOP
2300 GLADES RD SUITE 410W
TRIBUTARY 1B UNIT 10
BOCA RATON, FL 33431

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1983926	\$77,187.00	66800	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FEL-JACKSONVILLE WW -#149
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 901798

SHIP TO:

THREE RIVERS C/O VALLENCRT CON
75573 EDWARDS RD
TRIBUTARY 1B UNIT 10
CALLAHAN, FL 32011

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
149	149	FLE	TRCDD-005 VALVES	008	TRIBUTARY 1B UNIT 10	02/20/23	IO 109228

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
			WATER 1B 10			
4	4	AFC2612DLAFMM	12 DI MJ RW OL SS STEM VLV L/A	2548.000	EA	10192.00
3	3	AFC2610DLAFMM	10 DI MJ RW OL SS STEM VLV L/A	2062.000	EA	6186.00
2	2	AFC2608DLAFMM	8 DI MJ RW OL SS STEM VLV L/A	1303.000	EA	2606.00
11	11	AFC2606DLAFMM	6 DI MJ RW OL SS STEM VLV L/A	828.000	EA	9108.00
1	1	AFC2604DLAFMM	4 DI MJ RW OL SS STEM VLV L/A	650.000	EA	650.00
11	11	AFCB84BLAOLPJAX	5-1/4 VO B84B HYD 4 OL L/A JAX REUSE 1B 10	2425.000	EA	26675.00
3	3	AFC2612DLAFMM	12 DI MJ RW OL SS STEM VLV L/A	2517.000	EA	7551.00
5	5	AFC2610DLAFMM	10 DI MJ RW OL SS STEM VLV L/A	2062.000	EA	10310.00
3	3	AFC2608DLAFMM	8 DI MJ RW OL SS STEM VLV L/A	1303.000	EA	3909.00
INVOICE SUB-TOTAL						77187.00

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



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Not enrolled? It's easy! Go to Ferguson.com and click LOGIN | REGISTER in the upper right to get started.

TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	\$77,187.00
------------------------------	-------------------------	------------------	--------------------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.



WATERWORKS

9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257

Please contact with Questions: 904-268-2551

THREE RIVERS COMMUNITY DEVELOP
2300 GLADES RD SUITE 410W
TRIBUTARY 1B UNIT 10
BOCA RATON, FL 33431

Table with 4 columns: INVOICE NUMBER, TOTAL DUE, CUSTOMER, PAGE. Values: 1983930-1, \$95,173.60, 66800, 1 of 1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FEL-JACKSONVILLE WW #-149
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 901798

SHIP TO:

THREE RIVERS C/O VALLENCRT CON
SERVATION TRL
TRIBUTARY 1B UNIT 10
PONTE VEDRA, FL 32081

Summary table with columns: SHIP WHSE., SELL WHSE., TAX CODE, CUSTOMER ORDER NUMBER, SALESMAN, JOB NAME, INVOICE DATE, BATCH ID. Values: 149, 149, FLE, TRCDD-005 PVC PIPE, 008, TRIBUTARY 1B UNIT 10, 02/27/23, 109272D

Main item table with columns: ORDERED, SHIPPED, ITEM NUMBER, DESCRIPTION, UNIT PRICE, UM, AMOUNT. Includes items like DR18GPP, DR18BP16, DR18BP10, DR18BPX, DR18BPU, DR18PP12, DR18PP10, DR18PPX, DR18PPP and an INVOICE SUB-TOTAL of 95173.60.

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.



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TERMS: CASH ON DEMAND ORIGINAL INVOICE TOTAL DUE \$95,173.60

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at https://www.ferguson.com/content/website-info/terms-of-sale, incorporated by reference. Seller may convert checks to ACH.

Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.



WATERWORKS

9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257

Please contact with Questions: 904-268-2551

THREE RIVERS COMMUNITY DEVELOP
2300 GLADES RD SUITE 410W
TRIBUTARY 1B UNIT 10
BOCA RATON, FL 33431

INVOICE NUMBER	TOTAL DUE	CUSTOMER	PAGE
1983928-1	\$2,454.40	66800	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:**

FEL-JACKSONVILLE WW -#149
PO BOX 100286
ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 901798

SHIP TO:

THREE RIVERS C/O VALLENCRT CON
CONSERVATION TRL
TRIBUTARY 1B UNIT 10
PONTE VEDRA, FL 32081

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH ID
149	149	FLE	TRCDD-005 ADS DIRECT	008	TRIBUTARY 1B UNIT 10	03/21/23	109436D

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
			Source Order#: 1983926			
			STORM DRAIN 1B-10			
			ADS HP ALT TO RCP			
320	0	A36650020IBPL	36X20 HP N12 DW GRAY SLD PL PIPE		FT	0.00
160	0	A30650020IBPL	30X20 HP N12 DW GRAY SLD PL PIPE		FT	0.00
280	0	A24650020IBPL	24X20 HP N12 DW GRAY SLD PL PIPE		FT	0.00
360	0	A18650020IBPL	18X20 HP N12 DW GRAY SLD PL PIPE		FT	0.00
580	0	A15650020IBPL	15X20 HP N12 DW GRAY SLD PL PIPE		FT	0.00
			ADS ON PLANS			
160	160	A12650020IBPL	12X20 HP N12 DW GRAY SLD PL PIPE	15.340	FT	2454.40
INVOICE SUB-TOTAL						2454.40

LEAD LAW WARNING: IT IS ILLEGAL TO INSTALL PRODUCTS THAT ARE NOT "LEAD FREE" IN ACCORDANCE WITH US FEDERAL OR OTHER APPLICABLE LAW IN POTABLE WATER SYSTEMS ANTICIPATED FOR HUMAN CONSUMPTION. PRODUCTS WITH *NP IN THE DESCRIPTION ARE NOT LEAD FREE AND CAN ONLY BE INSTALLED IN NON-POTABLE APPLICATIONS. BUYER IS SOLELY RESPONSIBLE FOR PRODUCT SELECTION.

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TERMS: CASH ON DEMAND	ORIGINAL INVOICE	TOTAL DUE	\$2,454.40
------------------------------	-------------------------	------------------	-------------------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.

FERGUSON®

WATERWORKS

9692 FLORIDA MINING BLVD W
 BUILDING #100
 JACKSONVILLE, FL 32257

Please contact with Questions: 904-268-2551

	TOTAL DUE	CUSTOMER	
SC159423	\$2,671.46	66800	1 of 1

**PLEASE REFER TO INVOICE NUMBER WHEN
 MAKING PAYMENT AND REMIT TO:**

FEL-JACKSONVILLE WW -#149
 PO BOX 100286
 ATLANTA, GA 30384-0286

MASTER ACCOUNT NUMBER: 901798

SHIP TO:

THREE RIVERS COMMUNITY DEVELOP
 2300 GLADES RD SUITE 410W
 TRIBUTARY 1B UNIT 10
 BOCA RATON, FL 33431

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
						03/31/23	

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
			SERVICE CHARGE FOR MARCH	2671.460		2671.46

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TERMS:	TOTAL DUE	\$2,671.46
---------------	------------------	-------------------

All past due amounts are subject to a service charge of 1.5% per month, or the maximum allowed by law, if lower. If Buyer fails to pay within terms, then in addition to other remedies, Buyer agrees to pay Seller all costs of collection, including reasonable attorney fees. Complete terms and conditions are available upon request or at <https://www.ferguson.com/content/website-info/terms-of-sale>, incorporated by reference. Seller may convert checks to ACH.

Any reference to or incorporation of Executive Order 14042 and/or the EO-implementing Federal clauses (FAR 52.223 -99 and/or DFARS 252.223-7999) is expressly rejected by Seller and shall not apply as Seller is a materials supplier and therefore exempt under the Executive Order.






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 199 Ferguson (Unit 10)

Final Audit Report

2023-04-05

Created:	2023-04-05
By:	Shelley Blair (blairs@etmnc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAE2GItFBLNr2--5v8jtZ38XG_KhZMYGKm

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 199 Ferguson (Unit 10)" History

-  Document created by Shelley Blair (blairs@etmnc.com)
2023-04-05 - 1:05:22 PM GMT- IP address: 170.249.159.100
-  Document emailed to Carolina Aristimuno (gkern@greenpointellc.com) for signature
2023-04-05 - 1:05:38 PM GMT
-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-04-05 - 2:16:26 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-04-05 - 2:16:38 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-04-05 - 2:16:38 PM GMT

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THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXIX

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 200**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **200**
- (2) Payment Instructions; **SES Environmental Resource SOL
3550 St. Johns Bluff Road South
Jacksonville, FL 32224**
- (3) Amount Payable: **\$ 4,215.16**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary Water Quality Plan - Invoice 39317 (Jan 2023)**
- (5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,
or
- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**


By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER



District Engineer

April 5, 2023

3550 St. Johns Bluff Road South
Jacksonville, FL 32224
(904)285-1397

Three Rivers Community Development
C/O Wrathell, Hunt & Associates
2300 Glades Road
Suite 410W
Boca Raton, FL 33431

Invoice number 39317
Date 01/31/2023

Project **23007.00 Tributary WQ Plan (ERS
2P001.1032.0001.20)**

Professional Services provided through January 31, 2023

Intercompany Project # 1GSER.1032.0001.20

Z99 PROFESSIONAL SERVICES

Professional Personnel

	Units	Rate	Billed Amount
Environmental Scientist I	7.00	160.00	1,120.00
	9.00	160.00	1,440.00
Environmental Scientist V	11.00	105.00	1,155.00
	2.00	105.00	210.00
GIS/CADD Specialist	1.00	110.00	110.00

Reimbursable Expense

	Units	Rate	Billed Amount
Equipment Rental			150.00
Mileage	52.00	0.58	30.16

subtotal 4,215.16

Invoice total **4,215.16**

Prepared surface water quality management plan per DRI conditions. Site visit for station set-up. Coordination with FDEP.






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 200 SES

Final Audit Report

2023-04-05

Created:	2023-04-05
By:	Shelley Blair (blairs@etminc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAORV8XRkQbx1RWSZp2wMqXqmL_fldmBJr

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 200 SES" History

-  Document created by Shelley Blair (blairs@etminc.com)
2023-04-05 - 3:22:18 PM GMT- IP address: 50.229.118.75
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-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-04-05 - 3:27:58 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-04-05 - 3:28:10 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-04-05 - 3:28:10 PM GMT

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THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BXX

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 201**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **201**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 1,077,295.27**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary, Unit 10 – Application for Payment No. 6 (March 2023)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.


**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**


District Engineer

April 7, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 03/01/2023

Period To: 03/31/2023

To: Three Rivers CDD
2300 Glades Road
Suite 410w
Boca Raton, FL 33431

VCC Project #: 202269
Project #: TRIBUTARY, UNIT 10
Subcontract #:
Application #: 6

Attn.: SCOTT WILD

Project Description: **TRIBUTARY, UNIT 10**
Estuary Way
Yulee, FL

ORIGINAL CONTRACT AMOUNT.....	\$	9,795,007.44
CHANGE ORDERS TO DATE.....	\$	0.00
REVISED CONTRACT AMOUNT.....	\$	9,795,007.44
PERCENTAGE COMPLETE.....	22.77%	
WORK COMPLETE TO DATE.....	\$	2,230,328.21
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	2,230,328.21
LESS RETAINAGE.....	\$	111,516.43
TOTAL EARNED LESS RETAINAGE.....	\$	2,118,811.78
LESS PREVIOUS BILLINGS.....	\$	1,041,516.51
CURRENT DUE.....	\$	1,077,295.27

Account Summary:	Sales	
	This Period	To Date
Gross:	1,133,995.02	2,230,328.21
Retainage:	56,699.75	111,516.43
Net:	1,077,295.27	2,118,811.78



TO: Three Rivers CDD
2300 Glades Road, Suite 410w
Boca Raton, FL 33431

PROJECT: TRIBUTARY, UNIT 10

APPLICATION NO: 6

PERIOD TO: 03/31/2023

Distribution to:
[x] OWNER
[x] ENGINEER
[] CONTRACTOR

FROM: Vallencourt Construction Co. Inc.
449 Center Street
Green Cove Springs, FL 32043

CONTRACTOR'S
PROJECT NO: 202269

CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$0.00
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallencourt Construction Co. Inc.

Tim Gaddis, Project Manager

By: Tim Gaddis

Date: 04/04/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached	
1. ORIGINAL CONTRACT SUM.....	\$ 9,795,007.44
2. Net change by Change Orders.....	\$ 0.00
3. CONTRACT SUM TO DATE (Line 1 + 2).....	\$ 9,795,007.44
4. TOTAL COMPLETED & STORED TO DATE.....	\$ 2,230,328.21
(Column G on G703)	
5. RETAINAGE:	
a. 5.00 % of Completed Work	\$ 111,516.43
(Column D + E on G703)	
b. 5.00 % of Stored Materials	\$ 0.00
(Column F on G703)	
Total Retainage (Line 5a + 5b or	
Total in Column 1 of G703).....	\$ 111,516.43
6. TOTAL EARNED LESS RETAINAGE:.....	\$ 2,118,811.78
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR	
PAYMENT (Line 6 from prior Certificate).....	\$ 1,041,516.51
8. CURRENT PAYMENT DUE.....	\$ 1,077,295.27
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$ 7,676,195.66
(Line 3 less Line 6)	

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED..... \$ 1,077,295.27

(Attach explanation if amount certified differs from the amount applied for.)

ENGINEER:

By: Scott A. Wood Date: 4/7/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers CDD
TRIBUTARY, UNIT 10**

Yulee, FL

APPLICATION NUMBER:

6

APPLICATION DATE:

04/04/2023

PERIOD TO:

03/31/2023

VCC PROJECT #:

202269

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
	MOBILIZATION & GENERAL CONDITIONS	\$276,007.57	\$170,204.00	\$11,710.18	\$0.00	\$181,914.18	65.91%	\$94,093.39	\$9,095.70
	NPDES	\$40,619.92	\$12,691.15	\$2,616.98	\$0.00	\$15,308.13	37.69%	\$25,311.79	\$765.41
	SURVEY & AS-BUILTS	\$62,369.53	\$13,177.83	\$3,779.51	\$0.00	\$16,957.34	27.19%	\$45,412.19	\$847.87
	EROSION CONTROL	\$8,176.79	\$8,176.79	\$0.00	\$0.00	\$8,176.79	100.00%	\$0.00	\$408.84
	MOT	\$7,466.93	\$2,314.76	\$522.69	\$0.00	\$2,837.45	38.00%	\$4,629.48	\$141.87
	POND EXCAVATION	\$1,202,165.34	\$334,127.84	\$284,804.38	\$0.00	\$618,932.22	51.49%	\$583,233.12	\$30,946.62
	EARTHWORK	\$1,783,173.28	\$358,151.83	\$391,208.18	\$0.00	\$749,360.01	42.02%	\$1,033,813.27	\$37,468.01
	GRASSING	\$156,445.85	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$156,445.85	\$0.00
	SUBSOIL STABILIZATION	\$252,182.50	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$252,182.50	\$0.00
	BASE	\$428,639.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$428,639.70	\$0.00
	ASPHALT	\$173,815.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$173,815.20	\$0.00
	STRIPING & SIGNAGE	\$19,624.97	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$19,624.97	\$0.00
	CONCRETE	\$217,494.80	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$217,494.80	\$0.00
	HARDSCAPE	\$278,177.70	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$278,177.70	\$0.00
	STORM DRAINAGE	\$1,065,594.50	\$0.00	\$99,468.50	\$0.00	\$99,468.50	9.34%	\$966,126.00	\$4,973.43
	GRAVITY SEWER	\$907,018.51	\$55,848.60	\$304,978.20	\$0.00	\$360,826.80	39.78%	\$546,191.71	\$18,041.34
	LIFT STATION	\$747,356.24	\$141,640.39	\$34,906.40	\$0.00	\$176,546.79	23.62%	\$570,809.45	\$8,827.34
	FORCE MAIN	\$238,230.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$238,230.69	\$0.00
	WATER MAIN	\$842,878.47	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$842,878.47	\$0.00
	REUSE MAIN	\$729,723.95	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$729,723.95	\$0.00
	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
	SLEEVING UNDER PAVEMENT	\$207,845.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$207,845.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$9,795,007.44	\$1,096,333.19	\$1,133,995.02	\$0.00	\$2,230,328.21	22.77%	\$7,564,679.23	\$111,516.43
	CHANGE ORDERS								
		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	\$0.00	\$0.00
	TOTAL----->	\$9,795,007.44	\$1,096,333.19	\$1,133,995.02	\$0.00	\$2,230,328.21	22.77%	\$7,564,679.23	\$111,516.43

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$1,077,295.27, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 03/31/2023 on the job of Three Rivers CDD to the following described property :

Project: TRIBUTARY, UNIT 10
Location: Estuary Way, Yulee, FL

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 04/04/2023

Lienor's Name: Vallencourt Construction Co. Inc.

Address: 449 Center Street
Green Cove Springs, FL 32043

Phone: (904) 291-9330

By: *Tim Gaddis*

Printed Name: Tim Gaddis

Title: Project Manager

Title	202269 - PayApp - TRIBUTARY, UNIT 10 - Vallencourt Construction Co. Inc. - Mar2023
File name	202269_PayApp_TRIBUTARYUNIT10_VallencourtConstructionCoInc_Mar2023.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

Created	04/04/2023 14:44:57 EDT Created by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42
Signed	04/04/2023 15:20:16 EDT Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

This audit trail provides a detailed history of the online activity, events, and signatures recorded for this document, in compliance with the ESIGN Act. All parties have chosen to use electronic documents and to sign them electronically. These electronic records and signatures carry the same weight and have the same legal effect as traditional paper documents and wet ink signatures.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BX XI

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 202**

**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)**

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the "Issuer") hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the "Trustee"), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the "Indenture") (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

(1) Requisition Number: **202**

(2) Payment Instructions;

Vallencourt Construction Co., Inc.

ACH & Wire Instructions:

Receiving Bank: Synovus Bank

1148 Broadway

Columbus, GA 31901

ABA Routing Number: 061100606

Beneficiary Name: Vallencourt Construction Co, Inc.

(3) Amount Payable: **\$ 657,023.82**

(4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable): **Tributary, Unit 8 – Application for Payment No. 6 (March 2023)**

(5) Fund or Account and subaccount, if any, from which disbursement to be made: **SERIES 2021B (SOUTH ASSESSMENT AREA)**

(6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

1. obligations in the stated amount set forth above have been incurred by the Issuer,

or

this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;

2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;

3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;


4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

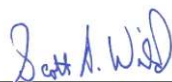
**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

By: 
Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

**ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER**


District Engineer

April 7, 2023

Marcus McInarnay, President
Mike Vallencourt Sr., Chairman



Mike Vallencourt II, Vice President
J. Daniel Vallencourt, Vice President
Stan Bates P.E., Vice President

INVOICE

Date: 03/01/2023

Period To: 03/31/2023

To: Three Rivers CDD
2300 Glades Road
Suite 410w
Boca Raton, FL 33431

VCC Project #: 202251
Project #: TRIBUTARY, UNIT 8
Subcontract #:
Application #: 6

Attn.: Scott Wild

Project Description: **TRIBUTARY, UNIT 8**
Estuary Way
Yulee, FL

ORIGINAL CONTRACT AMOUNT.....	\$	6,720,808.90
CHANGE ORDERS TO DATE.....	\$	-744,518.24
REVISED CONTRACT AMOUNT.....	\$	5,976,290.66
PERCENTAGE COMPLETE.....	64.22%	
WORK COMPLETE TO DATE.....	\$	3,837,940.55
STORED MATERIALS.....	\$	0.00
TOTAL COMPLETED & STORED.....	\$	3,837,940.55
LESS RETAINAGE.....	\$	191,897.04
TOTAL EARNED LESS RETAINAGE.....	\$	3,646,043.51
LESS PREVIOUS BILLINGS.....	\$	2,989,019.69
CURRENT DUE.....	\$	657,023.82

Account Summary:	Sales	Sales
	This Period	To Date
Gross:	691,604.02	3,837,940.55
Retainage:	34,580.20	191,897.04
Net:	657,023.82	3,646,043.51



TO: Three Rivers CDD
2300 Glades Road, Suite 410w
Boca Raton, FL 33431

PROJECT: TRIBUTARY, UNIT 8

APPLICATION NO: 6

PERIOD TO: 03/31/2023

Distribution to:
 OWNER
 ENGINEER
 CONTRACTOR

FROM: Vallencourt Construction Co. Inc.
449 Center Street
Green Cove Springs, FL 32043

CONTRACTOR'S
PROJECT NO: 202251

CONTRACT DATE: 11/09/2022

CHANGE ORDER SUMMARY			
Change Orders approved in previous months by Owner		ADDITIONS	DEDUCTIONS
TOTAL		\$0.00	\$-744,518.24
Approved this Month			
Number	Date Approved		
TOTALS		\$0.00	\$0.00
Net change by Change Orders			\$-744,518.24

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment shown issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vallencourt Construction Co. Inc.

Tim Gaddis, Project Manager

By: Tim Gaddis

Date: 04/04/2023

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached

1. ORIGINAL CONTRACT SUM.....	\$	6,720,808.90
2. Net change by Change Orders.....	\$	-744,518.24
3. CONTRACT SUM TO DATE (Line 1 +- 2).....	\$	5,976,290.66
4. TOTAL COMPLETED & STORED TO DATE.....	\$	3,837,940.55
(Column G on G703)		
5. RETAINAGE:		
a. 5.00 % of Completed Work	\$	191,897.04
(Column D + E on G703)		
b. 5.00 % of Stored Materials	\$	0.00
(Column F on G703)		
Total Retainage (Line 5a + 5b or		
Total in Column 1 of G703).....	\$	191,897.04
6. TOTAL EARNED LESS RETAINAGE:.....	\$	3,646,043.51
(Line 4 Less Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR		
PAYMENT (Line 6 from prior Certificate).....	\$	2,989,019.69
8. CURRENT PAYMENT DUE.....	\$	657,023.82
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$	2,330,247.15
(Line 3 less Line 6)		

ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Engineer certifies to the Owner that to the best of the Engineer's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED

AMOUNT CERTIFIED..... \$ 657,023.82

(Attach explanation if amount certified differs from the amount applied for.)

ENGINEER:

By: Scott A. Wild Date: 4/7/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where available retainage for line items may apply.

**Three Rivers CDD
TRIBUTARY, UNIT 8**

Yulee, FL

APPLICATION NUMBER:

6

APPLICATION DATE:

04/04/2023

PERIOD TO:

03/31/2023

VCC PROJECT #:

202251

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G+C)	H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	MOBILIZATION & GENERAL CONDITIONS	\$204,077.97	\$136,011.45	\$8,359.05	\$0.00	\$144,370.50	70.74%	\$59,707.47	\$7,218.53
2	NPDES	\$51,978.48	\$22,737.31	\$3,251.06	\$0.00	\$25,988.37	50.00%	\$25,990.11	\$1,299.41
3	SURVEY & AS-BUILTS	\$58,341.14	\$16,918.93	\$4,959.00	\$0.00	\$21,877.93	37.50%	\$36,463.21	\$1,093.91
4	EROSION CONTROL	\$8,962.78	\$6,482.90	\$0.00	\$0.00	\$6,482.90	72.33%	\$2,479.88	\$324.15
5	MOT	\$6,962.63	\$2,645.80	\$835.52	\$0.00	\$3,481.32	50.00%	\$3,481.31	\$174.07
6	POND EXCAVATION	\$1,027,403.96	\$911,810.69	\$56,650.29	\$0.00	\$968,460.98	94.26%	\$58,942.98	\$48,423.04
7	EARTHWORK	\$1,373,307.23	\$969,728.66	\$219,532.66	\$0.00	\$1,189,261.32	86.60%	\$184,045.91	\$59,463.07
8	GRASSING	\$57,663.18	\$0.00	\$12,400.00	\$0.00	\$12,400.00	21.50%	\$45,263.18	\$620.00
9	SUBSOIL STABILIZATION	\$191,067.83	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$191,067.83	\$0.00
10	BASE	\$353,612.20	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$353,612.20	\$0.00
11	ASPHALT	\$82,568.56	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$82,568.56	\$0.00
12	STRIPING & SIGNAGE	\$29,147.69	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$29,147.69	\$0.00
13	CONCRETE	\$124,195.94	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$124,195.94	\$0.00
14	STORM DRAINAGE	\$634,385.76	\$463,210.79	\$8,225.40	\$0.00	\$471,436.19	74.31%	\$162,949.57	\$23,571.80
15	GRAVITY SEWER	\$569,895.63	\$460,780.94	\$39,196.63	\$0.00	\$499,977.57	87.73%	\$69,918.06	\$24,998.88
16	FORCE MAIN	\$12,383.59	\$0.00	\$12,010.20	\$0.00	\$12,010.20	96.99%	\$373.39	\$600.51
17	WATER MAIN	\$883,820.55	\$183,102.19	\$194,950.74	\$0.00	\$378,052.93	42.78%	\$505,767.62	\$18,902.65
18	REUSE MAIN	\$671,528.78	\$360,045.40	\$228,020.84	\$0.00	\$588,066.24	87.57%	\$83,462.54	\$29,403.31
19	ELECTRICAL ALLOWANCE	\$150,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$150,000.00	\$0.00
20	SLEEVING UNDER PAVEMENT	\$229,505.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$229,505.00	\$0.00
	ORIGINAL CONTRACT TOTALS	\$6,720,808.90	\$3,533,475.06	\$788,391.39	\$0.00	\$4,321,866.45	64.31%	\$2,398,942.45	\$216,093.33
	CHANGE ORDERS								
	CO #001, ODP Materials	\$-744,518.24	\$-387,138.53	\$-96,787.37	\$0.00	\$-483,925.90	65.00%	\$-260,592.34	\$-24,196.29
		\$-744,518.24	\$-387,138.53	\$-96,787.37	\$0.00	\$-483,925.90	65.00%	\$-260,592.34	\$-24,196.29
	TOTAL----->	\$5,976,290.66	\$3,146,336.53	\$691,604.02	\$0.00	\$3,837,940.55	64.22%	\$2,138,350.11	\$191,897.04

**WAIVER AND RELEASE OF LIEN
CONDITIONAL UPON PROGRESS PAYMENT**

The undersigned lienor, upon payment from the lienee, of the sum of \$657,023.82, hereby waives and releases its lien and right to claim a lien including all claims, change orders, or demands whatsoever for labor, services, or materials furnished through 03/31/2023 on the job of Three Rivers CDD to the following described property :

Project: TRIBUTARY, UNIT 8
Location: Estuary Way, Yulee, FL

This waiver and release does not cover any labor, services, or materials furnished after the date specified. The undersigned represents that he/she is an authorized agent of Lienor and has authority to execute this Waiver and Release of Lien on behalf of Lienor.

Dated on: 04/04/2023

Lienor's Name: Vallencourt Construction Co. Inc.

Address: 449 Center Street
Green Cove Springs, FL 32043

Phone: (904) 291-9330

By: *Tim Gaddis*

Printed Name: Tim Gaddis

Title: Senior Project Manager

Title	202251 - PayApp - TRIBUTARY, UNIT 8 - Vallencourt Construction Co. Inc. - Mar2023
File name	202251_PayApp_TRIBUTARYUNIT8_VallencourtConstructionCoInc_Mar2023.pdf
Audit trail format	MM/DD/YYYY
Status	Signed

Document history

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Signed	04/04/2023 14:43:13 EDT Signed by Tim Gaddis (timg@vallencourt.com) IP: 50.237.44.42

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THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3C1

SECOND AMENDMENT TO AGREEMENT FOR GEOTECHNICAL ENGINEERING SERVICES BY AND BETWEEN ECS FLORIDA, LLC AND THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT

THIS SECOND AMENDMENT ("Second Amendment") is made and entered into this 27th day of February, 2023, by and between:

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Nassau County, Florida, with offices c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District"), and

ECS FLORIDA, LLC, a Virginia limited liability company authorized to transact business in the State of Florida, with a mailing address of 11554 Davis Creek Court, Jacksonville, Florida 32256 ("Contractor," and together with the District, "Parties").

RECITALS

WHEREAS, the District is a special purpose unit of local government established pursuant to and governed by Chapter 190, Florida Statute; and

WHEREAS, the District and Contractor previously entered into that certain *Agreement for Geotechnical Engineering Services by and between ECS Florida, LLC and Three Rivers Community Development District* (the "Agreement"), as amended by that certain *First Amendment to Agreement for Geotechnical Engineering Services by and between ECS Florida, LLC and Three Rivers Community Development District* (the "First Amendment" and, together with the Agreement, the "Amended Agreement"), both of which are incorporated by reference herein; and

WHEREAS, Section 10 of the Agreement provides that the Agreement may be amended by an instrument in writing executed by both parties; and

WHEREAS, the parties desire to amend Exhibit A of the Agreement to include an additional Scope of Work ("Additional Scope of Work"), as further described in **Exhibit A** attached hereto, by and through this Second Amendment; and

WHEREAS, each of the parties has the authority to execute this Second Amendment and to perform its obligations and duties hereunder, and each of the parties has satisfied all conditions precedent to the execution of this Second Amendment so that this Second Amendment constitutes a legal and binding obligation of each of the parties hereto.

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which is hereby acknowledged, the District and Engineer agree as follows:

SECTION 1. The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Second Amendment.

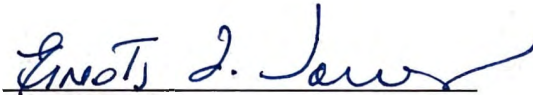
SECTION 2. The parties hereby update the Scope of Work attached as Exhibit A to the Agreement with the Additional Scope of Work included as **Exhibit A** attached hereto. It is understood and agreed that the payment of compensation for the Additional Scope of Work shall be for the lump sums set forth in **Exhibit A**.

SECTION 3. Except as specifically amended above, the Agreement shall remain in full force and effect, unaltered by this Second Amendment.


IN WITNESS WHEREOF, the parties execute this Second Amendment the day and year first written above.

ATTEST:

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**




Secretary/Assistant Secretary



Chairperson, Board of Supervisors

WITNESS:

ECS FLORIDA, LLC



Name: Rebecca Kiser



By: Joey Broussard, PE

Its: Vice President

Exhibit A: Additional Scope of Work

Exhibit A:
Additional Scope of Work



ECS Florida, LLC

Proposal for Subsurface Exploration and Geotechnical
Engineering Services

Tributary Units 18, 19, 23, and 24

Police Lodge Road
Nassau County, Florida

ECS Proposal Number 35:20362-GP

February 21, 2023





ECS FLORIDA, LLC

Geotechnical • Construction Materials • Environmental • Facilities

One Firm. One Mission.

February 21, 2023

Mr. Gregg Kern
Three Rivers CDD
7807 Baymeadows Road East
Suite 205
Jacksonville, Florida 32256

ECS Proposal No. 35:20362-GP

Reference: Proposal for Subsurface Exploration and Geotechnical Engineering Services
Tributary Units 18, 19, 23, and 24
Police Lodge Road
Nassau County, Florida

Dear Mr. Kern:

ECS Florida, LLC (ECS) is pleased to submit this proposal to provide subsurface exploration and geotechnical engineering services for the above referenced project. This proposal contains our project understanding, proposed scope of services, lump sum fee, schedule of work, and authorization requirements.

Scope of Services

Our integrated services will include drilling of soil borings by drill crews under our supervision, laboratory testing of representative soil samples for pertinent engineering properties, various engineering analyses, and preparation of an engineering report. The objective of the geotechnical exploration is to provide site and subsurface information to evaluate the subsurface conditions at the site for the proposed construction. Upon completion of drilling operations, the samples will be returned to our laboratory in Jacksonville, Florida for further identification and testing. The following field services are proposed:

Unit 18

Location	Number of Borings	Depth of Borings Below Ground Surface, feet
Roads	8 Augers	6
Ponds	1 SPT* 2 Augers	20

*Standard Penetration Test

Unit 19

Location	Number of Borings	Depth of Borings Below Ground Surface, feet
Roads	12 Augers	6
Ponds	3 SPT* 4 Augers	20

*Standard Penetration Test

Unit 23

Location	Number of Borings	Depth of Borings Below Ground Surface, feet
Roads	6 Augers	6
Ponds	1 SPT* 2 Augers	20

*Standard Penetration Test

Unit 24

Location	Number of Borings	Depth of Borings Below Ground Surface, feet
Roads	6 Augers	6
Ponds	2 SPT* 2 Augers	20

*Standard Penetration Test

Laboratory classification and index property tests will be performed as necessary on selected soil samples obtained from the exploration.

The results of the exploration and engineering evaluation will then be documented in a report containing the following:

1. A brief discussion of our understanding of the planned construction and imposed loading conditions.
2. A presentation of the field and laboratory test procedures used and the data obtained.
3. A presentation of the existing on-site conditions, such as topography, surface vegetation, etc. as they relate to the planned construction.
4. A presentation of the encountered subsurface conditions, including subsurface profiles and measured groundwater levels, estimated seasonal high groundwater levels, and estimated geotechnical engineering properties (as necessary).
5. A geotechnical engineering evaluation of the site and subsurface conditions with respect to the planned construction.
6. Recommendations for foundation design parameters, including our estimate of the performance of the foundation system.
7. General recommendations for pavement design.
8. Recommendations for the required site preparation and earthwork construction.

Fee

ECS will provide the proposed geotechnical base scope of services for a lump sum fee of **\$16,300**. If additional services are required because of unexpected field conditions encountered in our field exploration program, or because of a request for additional services, they would be invoiced in accordance with our current Fee Schedule. Before modifying or expanding the extent of our exploration program, you would be informed of our intentions for both your review and authorization.

Schedule

We are prepared to mobilize to the site within two weeks after authorization to proceed. Preliminary verbal results and recommendations can be provided within 1 to 2 days after completion of the field drilling portion of the project. The written report containing final recommendations will be submitted within two weeks after completion of all field and laboratory testing.

Site Repair

Upon completion of the subsurface exploration procedures, we will backfill each of the excavations with the excavated soil and mound the excess spoil back up over the test location(s). In pavement areas, we will patch the asphalt surface with a cold mix asphalt patch. Typically, we will not provide site repairs beyond what is outlined above unless specifically contracted. Alternatively, we will remove excess spoils from job sites and dispose of them in an approved manner for a negotiated fee.

Please note that some disturbance to off-pavement/gravel covered the surface areas, including the possible cutting of trees, running over of brush and understory in wooded areas might occur. We will attempt to limit such disturbance; however, we have not budgeted for site repairs including filling of tire ruts, seeding of lawn areas, or the planting of trees. If necessary, additional site restoration can be provided at an additional cost.

Closing

Our insurance carrier requires that we receive written authorization prior to initiation of work, and a signed contract prior to the release of any work product. Your acceptance of this proposal may be indicated by signing and returning the enclosed Proposal Acceptance Form. Our work will be done in accordance with the attached Terms and Conditions which is made a part of this proposal.

Thank you for the opportunity to submit this proposal to provide services and serve as your consultant. We look forward to working with you on this project, and to hopefully serve as your consultant in the future. If you have any questions, or if we can be of any additional service, please contact us at (904) 880.0960.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3BX XII

**2021B ACQUISITION AND CONSTRUCTION
REQUISITION No. 203**

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
SPECIAL ASSESSMENT BONDS, SERIES 2021B (SOUTH ASSESSMENT AREA)

The undersigned, a Responsible Officer of the Three Rivers Community Development District (the “Issuer”) hereby submits the following requisition for disbursement under and pursuant to the terms of the Master Trust Indenture from the Issuer to U.S. Bank National Association, as trustee (the “Trustee”), dated as of September 1, 2019, as supplemented by that certain Third Supplemental Trust Indenture dated as of August 1, 2021 (the “Indenture”) (all capitalized terms used herein shall have the meaning ascribed to such term in the Indenture):

- (1) Requisition Number: **203**
- (2) Name of Payee pursuant to Acquisition Agreement:

England-Thims & Miller, Inc.
First Citizens
ABA Routing #053100300
Jacksonville, FL
Account #9061592290 - England, Thims & Miller, Inc.
- (3) Amount Payable: **\$ 17,600.31**
- (4) Purpose for which paid or incurred (refer also to specific contract if amount is due and payable pursuant to a contract involving progress payments, or, state Costs of Issuance, if applicable):

Invoice 207599 (Mar 2003) Unit 10 CEI Services (WA#15)	\$6,182.10
Invoice 207594 (Mar 2023) Tax Exempt Purchase Administration (Unit B) (WA#14)	\$1,923.00
Invoice 207586 (Mar 2023) Three Rivers CDD-Edwards Road Water Main CEI Services (WA#9)	\$2,832.41
Invoice 207584 (Mar 2023) Tributary Unit 8 CEI (WA#8)	\$4,990.80
Invoice 207575 (Mar 2023) Master Site Planning (WA#17)	\$1,672.00
TOTAL REQUISITION 203	\$17,600.31

- (5) Fund or Account and subaccount, if any, from which disbursement to be made:
SERIES 2021B (SOUTH ASSESSMENT AREA)
- (6) Indicate if this requisition is for Deferred Obligations and, if so, the amount:

The undersigned hereby certifies that:

- 1. obligations in the stated amount set forth above have been incurred by the Issuer,
- or


- this requisition is for Costs of Issuance payable from the Acquisition and Construction Fund that have not previously been paid;
- 2. each disbursement set forth above is a proper charge against the Acquisition and Construction Fund and the applicable subaccount thereof;
- 3. each disbursement set forth above was incurred in connection with the acquisition and/or construction of the Project;
- 4. each disbursement represents a Cost of the Project which has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the Issuer notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the moneys payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage which the Issuer is at the date of such certificate entitled to retain.

Attached hereto are originals or copies of the invoice(s) from the vendor of the property acquired or the services rendered with respect to which disbursement is hereby requested.

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

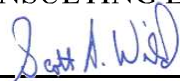
By: 

Responsible Officer

**CONSULTING ENGINEER'S APPROVAL FOR NON-COST OF ISSUANCE
REQUESTS ONLY**

If this requisition is for a disbursement from other than Costs of Issuance, the undersigned Consulting Engineer hereby certifies that this disbursement is for a Cost of the Project and is consistent with: (i) the applicable acquisition or construction contract; (ii) the plans and specifications for the portion of the Project with respect to which such disbursement is being made; and (iii) the report of the Consulting Engineer, as such report shall have been amended or modified on the date hereof.

ENGLAND-THIMS & MILLER, INC,
CONSULTING ENGINEER



District Engineer

April 13, 2023






Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 203

Final Audit Report

2023-04-17

Created:	2023-04-13
By:	Shelley Blair (blairs@etminc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwte6GfdKS8CiYs_C0401EIMnY118_FsH

"Three Rivers CDD - 2021B ACQUISITION AND CONSTRUCTION ETM No 203" History

-  Document created by Shelley Blair (blairs@etminc.com)
2023-04-13 - 3:56:16 PM GMT- IP address: 170.249.159.100
-  Document emailed to Carolina Aristimuno (gkern@greenpointellc.com) for signature
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-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-04-17 - 4:48:38 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-04-17 - 4:48:38 PM GMT

Names and email addresses are entered into the Acrobat Sign service by Acrobat Sign users and are unverified unless otherwise noted.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3C11

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT

PURCHASE REQUISITION REQUEST FORM

1. Contact Person for the material supplier.

NAME: Rinker Materials

ADDRESS: 2313 Vulcan Road, Apopka, FL 32703

TELEPHONE NUMBER: (407)293-5126

2. Manufacturer or brand, model or specification number of the item.

RCP Pipe

3. Quantity needed as estimated by CONTRACTOR. See attached quote

4. The price quoted by the supplier for the construction materials identified above.

\$ 112,609.40

5. The sales tax associated with the price quote. \$ 8445.71

6. Shipping and handling insurance cost. \$0.0

7. Delivery dates as established by CONTRACTOR. TBD

OWNER: Three Rivers Community Development District



Authorized Signature (Title)

Mar 8, 2023

Date

PURCHASING AGENT: England-Thims & Miller, Inc.




Authorized Signature (Title)

2/20/2023

Date

CONTRACTOR: Vallencourt Construction Company



Authorized Signature (Title)

2/28/23

Date

PURCHASE ORDER
PURCHASE ORDER - P.O.: TRCDD-006
THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT

Owner:	Three Rivers CDD 7807 Baymeadows Road Suite 205 Jacksonville, FL 32256	Seller:	Rinker Materials
Address:	c/o England-Thims & Miller, Inc. 14775 Old St. Augustine Road Jacksonville, FL 32258 Attn: Jason Ellins	Address:	2313 Vulcan Road, Apopka, FL 32703
Phone:	(904) 699-1188	Phone:	(407)293-5126

Project Name:	Tributary Phase 1B – Units 10	Contract Date:	01/31/2023
Project Address:	SR 200 and Three Rivers Place	Purchase Order:	TRCDD-006

Description of Goods or Services – The Owner and Seller are entering into this Purchase Order Agreement for the purpose of the Owner purchasing the items (“Goods”) listed in the proposal attached as **Exhibit A**.


Schedule – The Goods shall be delivered as soon as possible from the date of this Order.

Price – \$112,609.40

Certificate of Exemption # 85-8017721120C-0

IN WITNESS HEREOF, the parties have executed this Order effective as of the date executed below. By executing this document below, Seller acknowledges that it has read all of the terms and provisions of this Order, including the Terms and Conditions attached hereto as **Exhibit B**, and agrees to deliver the Goods as described herein and comply fully with the terms and conditions hereof.

Hydro Conduit, LLC d/b/a Rinker Materials or Forterra Pipe & Precast, LLC d/b/a Rinker Materials for itself or on behalf of one or more of its subsidiaries doing business as Rinker Materials



 Owner Representative/Purchasing Agent
 By: ETM, Inc. District Engineer
 Name: Scott A. Wild
 Title: Executive Vice President
 Date Executed: 2/20/2023

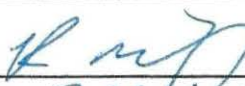
 Seller
 By: 
 Name: Rodd Vitabfield
 Title: Sales Manager
 Date Executed: 2/22/23

EXHIBIT A: Proposal
EXHIBIT B: Terms and Conditions

Hydro Conduit, LLC d/b/a Rinker Materials or Forterra Pipe & Precast, LLC d/b/a Rinker Materials for itself or on behalf of one or more of its subsidiaries doing business as Rinker Materials. This purchase order is hereby accepted subject to Rinker Materials' Standard Terms and Conditions (“STCs”). Rinker Materials' STCs shall prevail notwithstanding any statement to the contrary in this purchase order. Any conflicting, different or additional terms or conditions contained in this purchase order are rejected. Direction to manufacture materials, acceptance of materials or payment for materials shall be deemed confirmation of acceptance of Rinker Materials' STCs.

EXHIBIT A

[attach proposal]



MATERIALS™
A QUIKRETE® COMPANY

Quotation

Quote # QUO-538291-X0F8D4

Date	02/08/2023	Account Name	Three Rivers CDD		
Quote #	QUO-538291-X0F8D4	Contact Name	Tim Gaddis	Account Manager	Whitley Hyde
Revision #	0	Contact Phone		Address	2313 Vulcan Road, Apopka, FL 32703
Project Name	Tributary Unit 10	Contact Fax		Phone	407-293-5126
Project #	742362	Contact Email	timg@vallencourt.com	Fax	407-298-4439
Project Address	Yulee, FL 32097			Email	Whitley.Hyde@Rinkerpipe.com

Rinker Materials' offer to sell the products described in this quotation is expressly conditioned upon Buyer's assent to the Rinker Materials' Standard Terms and Conditions ("Rinker Materials STCs") viewable at www.rinkerpipe.com. A valid tax exemption certificate must be issued to Rinker Materials or sales tax will be added.

QTY	DESCRIPTION	ITEM #	UNIT PRICE	TAX	NET PRICE	TOTAL
10	P R 15 PFL CL-3 B WALL 96 GRANITE MIX	PR015P3B096090	576.00	FT	\$27.00	\$15,552.00
20	P R 18 PFL CL-3 B WALL 96 GRANITE MIX	PR018P3B096090	352.00	FT	\$36.00	\$12,672.00
30	P R 24 PFL CL-3 B WALL 96 GRANITE MIX	PR024P3B096090	288.00	FT	\$55.80	\$16,070.40
40	P R 30 PFL CL-3 B WALL 96 GRANITE MIX	PR030P3B096090	152.00	FT	\$85.50	\$12,996.00
50	P R 36 PFL CL-3 B WALL 96 GRANITE MIX	PR036P3B096090	352.00	FT	\$117.00	\$41,184.00
60	P R 54 PFL CL-3 B WALL 96 GRANITE MIX	PR054P3B096090	56.00	FT	\$247.50	\$13,860.00
100	LUBRICANT - 8 LB PAIL	RPL00000004	25.00	EA	\$11.00	\$275.00
					Total	\$112,609.40
					(Tax not included)	Net Total \$112,609.40

1.***Possible 2-4 weeks lead time for RCP and ERCP due to supply chain issues***

Pricing includes delivery based on full truck load quantities as near to the point of use as our trucks can move under their own power. A price escalator of 5% will be added on 07/01/2023 for all product not shipped and an additional 5% for every year thereafter. This quotation is presented without review of the plans and specifications for this project. Products quoted are specified to only meet ASTM C-76, ASTM C-507 and FDOT Specifications for road and bridge construction. Any required deviation after review of plans and specifications will require re-quoting and void the quotation.

2.This Quotation and the pricing contained herein is expressly conditioned upon your acceptance of (i) the exceptions and changes proposed by us (any change to these exceptions and changes by you shall render this Quotation null and void, in our absolute discretion); and (ii) our Standard Terms and Conditions, without addition, deletion or change.

3.This quotation is presented without review of the plans and specifications for this project. Products quoted are specified to only meet ASTM C-507, ASTM C443. Any required deviation from ASTM C-507, ASTM C443 after review of plans and specifications will require re-quoting and void this quotation.

4.This quotation is presented without review of the plans and specifications for this project. Products quoted are specified to only meet ASTM C-76, ASTM C443. Any required deviation from ASTM C-76, ASTM C443 after review of plans and specifications will require re-quoting and void this quotation.

5.Valid for 30 days from the date of quotation.



MATERIALS™
A QUIKRETE® COMPANY

Quotation

Quote # QUO-538291-X0F8D4

PAYMENT TERMS ARE NET 30, WITHOUT RETENTION OR SETOFF. THIS OFFER IS SUBJECT TO CREDIT APPROVAL. PRICES QUOTED APPLY ONLY TO THE REFERENCED PROJECT AND ARE IN EFFECT FOR 30 DAYS FROM THE DATE OF QUOTATION. PRICES ARE BASED ON THE QUANTITIES SHOWN. IF A DIFFERENT QUANTITY IS PURCHASED, RINKER MATERIALS RESERVES THE RIGHT TO ADJUST THE PRICES. THIS QUOTATION CONTAINS THE ENTIRE AGREEMENT WITH RESPECT TO PURCHASE AND SALE OF PRODUCTS DESCRIBED AND SUPERSEDES ALL PREVIOUS COMMUNICATIONS. BUYER'S SIGNATURE BELOW, DIRECTION TO MANUFACTURE, OR ACCEPTANCE OF DELIVERY OF GOODS DESCRIBED ABOVE, SHALL BE DEEMED AN ACCEPTANCE OF THE RINKER MATERIALS STCS. SELLER EXPRESSLY REJECTS ANY OTHER TERMS AND CONDITIONS. PRICES ARE F.O.B. ORIGIN (UNLESS OTHERWISE SPECIFIED IN THE STANDARD NOTES) WITH UNLOADING BY OTHERS AT A TRUCK ACCESSIBLE LOCATION.

<u>Acceptance</u>			
I WARRANT AND REPRESENT THAT I HAVE AUTHORITY TO ENTER INTO THIS AGREEMENT ON BEHALF OF THE BUYER. WE HEREBY ORDER THE DESCRIBED MATERIAL SUBJECT TO ALL TERMS AND CONDITIONS OF THIS QUOTATION AND IN THE RINKER MATERIALS STCS VIEWABLE AT www.rinkerpipe.com .		By	Whitley Hyde
Company		(O)	407-293-5126
By		(F)	407-298-4439
Title		(Cell)	
Date		Title	Account Manager

EXHIBIT B

TERMS AND CONDITIONS

1. PRICE. The Price set forth above includes all Goods, insurance, warranties and other materials or services (including without limitation all packing, loading or freight) necessary to produce and deliver the Goods.
2. SCHEDULE. Time is of the essence with respect to this Order, and all Goods shall be produced and delivered within the times set forth in the Schedule. Owner may cancel this Order or any part thereof or reject delivery of Goods if such delivery or performance is not in material accordance with the specifications of this Order, including the Schedule.
3. DELIVERY AND INSPECTION.
 - a. All shipments of Goods are to be made, with all shipping costs prepaid by Seller (e.g., insurance, packing, loading, freight, etc.), to the receiving point specified above. Title, and risk of loss, shall pass to Owner at the time such Goods are delivered at the Project site and accepted by Owner or Owner's contractor, provided however that Owner shall have a reasonable opportunity to inspect such Goods prior to acceptance.
 - b. All Goods are subject to inspection and approval by Owner at a reasonable time post-delivery. Owner may return Goods not meeting specifications (including over-shipments) at the Seller's expense and risk. Owner will notify Seller of failure. Return authorizations for Goods not received within 30 days will deem such Goods as donations to Owner.
4. TERMS OF PAYMENT. Seller's Invoice ("Invoice") must be submitted before payment will be made by Owner pursuant to this Order. Owner shall make payment within 30 days of receipt of a proper invoice, and pursuant to the Local Government Prompt Payment Act, Sections 218.70 et seq., *Florida Statutes* (2019). Any indebtedness of Seller to Owner may, at Owner's option, be credited against amounts owing by Owner hereunder.
5. WARRANTY. Seller shall take all necessary steps to assign any manufacturer's warranties to the Owner. Seller warrants that the title to Goods conveyed shall be good, that the transfer of the Goods shall be rightful, and that the Goods shall be free from any security interest, lien or encumbrance. Seller further warrants that the Goods are free of any rightful claim of infringement, and shall indemnify, defend, and hold harmless the Indemnitees (defined below) against any such claim. Further, the Goods shall be new, shall be free from defects, shall be of merchantable quality, and shall be fit for use on the District's tennis courts. Seller agrees, without prejudice to any other rights Owner may have, to replace or otherwise remedy any defective Goods without further cost to Owner or, at Owner's option, to reimburse Owner for its cost of replacing defective Goods. All Goods are subject to inspection by Owner before, upon, and within a reasonable time after delivery. Goods shall not be replaced without Owner's prior written instructions. Any acceptance by Owner shall not prevent Owner from later rejecting non-conforming Goods. The warranty provided herein shall survive the completion or termination of this Order and is in addition to any warranties provided by law.
6. COMPLIANCE WITH LAW. Seller agrees that at all times it will comply with all applicable federal, state, municipal and local laws, orders and regulations.
7. INDEMNITY. To the fullest extent permitted by law, and in addition to any other obligations of Seller under the Order or otherwise, Seller shall indemnify, hold harmless, and defend Owner, and Owner's supervisors, staff, consultants, agents, subcontractors, and employees (together, "Indemnitees") from all liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused in whole or in part by the negligence, recklessness or intentional wrongful misconduct of the Seller, or any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them, and arising out of or incidental to the performance of this Order. The Seller shall ensure that any and all subcontractors include this express provision for the benefit of the Indemnitees. The parties agree that this paragraph is fully enforceable pursuant to Florida law. In the event that this section is determined to be unenforceable, this paragraph shall be reformed to give the paragraph the maximum effect allowed by Florida law and for the benefit of the Indemnitees. The provisions of this section shall survive the completion or earlier termination of this Order, and are not intended to limit any of the other rights and/or remedies provided to the District hereunder.
8. INSURANCE. At all times during the term of this Order agreement, Seller, at its sole cost and expense, shall maintain insurance coverages of the types and amounts set forth below:
 - a. Commercial general liability insurance with minimum limits of liability not less than \$1,000,000. Such insurance shall include coverage for contractual liability.
 - b. Workers' Compensation Insurance covering all employees of Seller in statutory amounts, and employer's liability insurance with limits of not less than \$100,000 each accident.
 - c. Comprehensive automobile liability insurance covering all automobiles used by Seller, with limits of liability of not less than \$1,000,000 each occurrence combined single limit bodily injury and property damage.
9. DEFAULT. Upon any material default by Seller hereunder, Owner may, in addition to any other remedies available to Owner at law or in equity, cancel this Order without penalty or liability by written notice to Seller.
10. LIMITATION OF LIABILITY. Nothing herein shall be construed to be a waiver of the Owner's limit of liability contained in Section 768.28, *Florida Statutes* or other statute or law.

11. **WAIVER.** Any failure of Owner to enforce at any time, or for any period of time, any of the provisions of this Order shall not constitute a waiver of such provisions or a waiver of Owner's right to enforce each and every provision.
12. **MODIFICATIONS.** This Order supersedes all prior discussions, agreements and understandings between the parties and constitutes the entire agreement between the parties with respect to the transaction herein contemplated. Changes, modifications, waivers, additions or amendments to the terms and conditions of this Order shall be binding on Owner only if such changes, modifications, waivers, additions or amendments are in writing and signed by a duly authorized representative of Owner.
13. **APPLICABLE LAW.** The validity, interpretation, and performance of this Order shall be governed by the laws of the State of Florida, in force at the date of this Order. Where not modified by the terms herein, the provisions of Florida's enactment of Article 2 of the Uniform Commercial Code shall apply to this transaction.
14. **MECHANIC'S LIENS.** Notwithstanding that Owner is a local unit of special purpose government and not subject to the lien provisions of Chapter 713, Florida Statutes, Seller agrees to keep the District's property free of all liens, including equitable liens, claims or encumbrances (collectively, "Liens") arising out of the delivery of any Goods by Seller, and shall furnish Owner with appropriate lien waivers from all potential claimants upon request of Owner. If any Liens are filed, Owner may without waiving its rights based on such breach by Seller or releasing Seller from any obligations hereunder, pay or satisfy the same and in such event the sums so paid by Owner shall be due and payable by Seller immediately and without notice or demand, with interest from the date paid by Owner through the date paid by Seller, at the highest rate permitted by law.
15. **PERMITS AND LICENSES.** Before commencing performance hereunder, Seller shall obtain all permits, approvals, certificates and licenses necessary for the proper performance of this Order and pay all fees and charges therefore. The originals of all such documents shall be delivered to Owner upon receipt by Seller.
16. **PARTIAL INVALIDITY.** If in any instance any provision of this Order shall be determined to be invalid or unenforceable under any applicable law, such provision shall not apply in such instance, but the remaining provisions shall be given effect in accordance with their terms.
17. **ASSIGNMENT AND SUBCONTRACTING.** This Order shall not be assigned or transferred by Seller without prior written approval by Owner, and any attempted assignment or transfer without such consent shall be void.
18. **RELATIONSHIP.** The relationship between Owner and Seller shall be that of independent contractor, and Seller, its agents and employees, shall under no circumstances be deemed employees, agents or representatives of Owner.
19. **NOTICES.** Any notice, approval or other communication required hereunder must be in writing and shall be deemed given if delivered by hand or mailed by registered mail or certified mail addressed to the parties hereto as indicated on page 1.
20. **PUBLIC ENTITY CRIMES.** Seller certifies, by acceptance of this purchase order, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of section 287.133(2)(a), Florida Statutes.
21. **SCRUTINIZED COMPANIES.** Supplier certifies, by acceptance of this purchase order, that neither it nor any of its officers, directors, executives, partners, shareholders, members, or agents is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, and in the event such status changes, Seller shall immediately notify Owner.
22. **TERMINATION.** Notwithstanding anything herein to the contrary, Owner shall have the right, at its sole election, to terminate this Order for any cause whatsoever upon the delivery of written notice to Seller. Upon such termination, Seller shall have no remedy against Owner, other than for payment of Goods already produced pursuant to specific written direction by Owner pursuant to Section 2 above, subject to any offsets or claims that Owner may have.
23. **PUBLIC RECORDS.** Seller acknowledges that this Agreement and all the documents pertaining thereto may be public records and subject to the provisions of Chapter 119, Florida Statutes.
24. **CONFLICTS.** To the extent of any conflict between this document and the Purchase Order or Exhibit A, this document shall control.

CERTIFICATE OF ENTITLEMENT

The undersigned authorized representative of **Three Rivers Community Development District** (hereinafter "Governmental Entity"), Florida Consumer's Certificate of Exemption Number 85-8017721120C-0, affirms that the tangible personal property purchased pursuant to Purchase Order Number TRCDD-006 from Rinker Materials (Vendor) on or after February 20, 2023 (date) will be incorporated into or become a part of a public facility as part of a public works contract pursuant to Contract dated 1/31/2023 with Vallencourt (Contractor) for the construction of Tributary Phase 1B – Unit 10.

The Governmental Entity affirms that the purchase of the tangible personal property contained in the attached Purchase Order meets the following exemption requirements contained in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C.: (**You must initial each of the following requirements.**)

- 1. The attached Purchase Order is issued directly to the vendor supplying the tangible personal property the Contractor will use in the identified public works.
- 2. The vendor's invoice will be issued directly to Governmental Entity.
- 3. Payment of the vendor's invoice will be made directly by Governmental Entity to the vendor from public funds.
- 4. Governmental Entity will take title to the tangible personal property from the vendor at the time of purchase or of delivery by the vendor.
- 5. Governmental Entity assumes the risk of damage or loss at the time of purchase or delivery by the vendor.

The Governmental Entity affirms that if the tangible personal property identified in the attached Purchase Order does not qualify for the exemption provided in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C., the Governmental Entity will be subject to the tax, interest, and penalties due on the tangible personal property purchased. If the Florida Department of Revenue determines that the tangible personal property purchased tax-exempt by issuing this Certificate does not qualify for the exemption, the Governmental Entity will be liable for any tax, penalty, and interest determined to be due.

I understand that if I fraudulently issue this certificate to evade the payment of sales tax I will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third degree felony. Under the penalties of perjury, I declare that I have read the foregoing Certificate of Entitlement and the facts stated in it are true.

Three Rivers Community Development District

 _____ Signature of Authorized Representative of Governmental Entity/Title	<u>Mar 8, 2023</u> _____ Date
--	-------------------------------------

 _____ Purchasing Agent	<u>2/20/2023</u> _____ Date
--	-----------------------------------

Federal Employer Identification Number: 83-3624971

You must attach a copy of the Purchase Order to this Certificate of Entitlement. Do not send to the Florida Department of Revenue. This Certificate of Entitlement must be retained in the Vendor's and the Contractor's books and records. This form supplements and supersedes (to the extent of any conflict) any prior certificates addressing the same purchase.

TRCDD-006_VCC signed

Final Audit Report

2023-03-08

Created:	2023-03-08
By:	Shelley Blair (blairs@etminc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2dmVI7qai7_nEZ7gJX0qa6Bj6Kfj07Qz

"TRCDD-006_VCC signed" History

-  Document created by Shelley Blair (blairs@etminc.com)
2023-03-08 - 2:08:53 PM GMT- IP address: 50.229.118.75
-  Document emailed to Carolina Aristimuno (gkern@greenpointellc.com) for signature
2023-03-08 - 2:09:48 PM GMT
-  Email viewed by Carolina Aristimuno (gkern@greenpointellc.com)
2023-03-08 - 2:43:27 PM GMT- IP address: 12.18.33.170
-  Document e-signed by Carolina Aristimuno (gkern@greenpointellc.com)
Signature Date: 2023-03-08 - 2:44:42 PM GMT - Time Source: server- IP address: 12.18.33.170
-  Agreement completed.
2023-03-08 - 2:44:42 PM GMT

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3CIII

**AGREEMENT BETWEEN THREE RIVERS COMMUNITY DEVELOPMENT
DISTRICT AND SITEX AQUATICS FOR THE PROVISION OF AQUATIC
MAINTENANCE SERVICES**

This Agreement (the “Agreement”) is made and entered into as of the ____ day of March, 2023, by and between:

Three Rivers Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in Nassau County, Florida and whose mailing address is 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (the “District”); and

Sitex Aquatics, LLC, a Florida limited liability company, whose address is 7643 Gate Parkway, Suite 104-127, Jacksonville, Florida 32256 (the “Contractor”).

RECITALS

WHEREAS, the District was established to plan, construct, install, acquire, finance, manage, and operate public improvements and community facilities pursuant to Chapter 190, *Florida Statutes*.; and

WHEREAS, the District has a need to retain an independent contractor to provide aquatic maintenance services for fourteen (14) ponds located within the boundaries of the District; and

WHEREAS, the Contractor submitted a proposal and represents that it is qualified to serve as an aquatic maintenance contractor and provide such services to the District.

NOW THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, the parties agree as follows:

SECTION 1. RECITALS. The recitals so stated are true and correct and by this reference are incorporated into and form a material part of this Agreement.

SECTION 2. MANNER OF CONTRACTOR’S PERFORMANCE.

- A. The Contractor shall provide the specific aquatic maintenance services as shown in **Exhibit A**, attached and incorporated herein (the “Services”) within the fourteen (14) ponds within the District as identified in **Exhibit B**, attached and incorporated herein.
- B. Contractor shall be solely responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District and in accordance with this Agreement. Contractor shall use industry best practices and procedures when carrying out the Services including the Florida Friendly green

industry standards of the Florida Department of Environmental Protection. Any additional compensation for additional services shall be paid only as negotiated between the parties and upon the written authorization of the District.

1. At no time shall the Contractor utilize any products, compounds, or materials that contain copper in any form in any of the water bodies within the project area unless such products, compounds, or materials are specifically approved for usage in water bodies by both the U.S. Environmental Protection Agency and the State of Florida. Usage of such products, compounds, or materials must also be in compliance with applicable St. Johns River Water Management District (“SJRWMD”) rules and any and all SJRWMD permits issued for the stormwater system within the District.
 2. Contractor shall ensure that employees who work with registered and restricted-use herbicides are certified as to qualifications for handling and applying material safely and correctly in accordance with the Florida Pesticide Law administered by the Florida Department of Agriculture and Consumer Services. Due to the presence of wetlands, such employees shall possess a Florida Aquatic Pesticide License and other applicable certifications. The Contractor shall also be familiar with the Fish and Wildlife Conservation Commission’s Chapter 68F-20: Aquatic Plant Management Permits. Prior to the utilization of herbicides on site, the Contractor will furnish to the District, copies of all required licenses and applicable permits for treatment and/or removal of aquatic plants in waters of the State. The Contractor shall at all times abide by each herbicide label.
- C. This Agreement grants to Contractor the right to enter the lands that are subject to this Agreement, for those purposes described in this Agreement, and Contractor hereby agrees to comply with all applicable laws, rules, ordinances and regulations affecting the provision of the Services.
- D. The Contractor shall report directly to the District’s Designee who shall be the District Manager. Contractor shall use all due care to protect the property of the District, its residents and landowners from damage and shall follow and be responsible for the Services set forth in **Exhibit A**. Contractor agrees to repair any damage resulting from Contractor’s activities and work within twenty-four (24) hours.

SECTION 3. COMPENSATION; TERM.

- A. As compensation for the Services described in this Agreement and **Exhibit A**, the District shall pay Contractor an amount not to exceed One Thousand Three Hundred Thirty Dollars (\$1,330.00) per month, which amount includes all tools, labor, and materials necessary to complete the Services, for an annual amount not-to-exceed Fifteen Thousand Nine Hundred Sixty Dollars (\$15,960.00). The term of this

Agreement shall be from March 1, 2023, through February 28, 2024, and shall automatically renew unless terminated earlier in accordance with the terms of this Agreement.

- A. If the District should desire additional work or services not provided in **Exhibit A**, the Contractor agrees to negotiate in good faith to undertake such additional work or services. Upon successful negotiations, the parties shall agree in writing to a work order, addendum, addenda, or change order to this Agreement as set forth in Section 4 herein.

- B. The District may require, as a condition precedent to making any payment to the Contractor that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that the Contractor provide an Affidavit relating to the payment of said indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from the Contractor, in a form satisfactory to the District, that any indebtedness of the Contractor, as to services to the District, has been paid and that the Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workmen's Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

- C. The Contractor shall maintain records conforming to usual accounting practices. Further, the Contractor agrees to render an invoice to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. This invoice is due and payable within forty-five (45) days of receipt by the District, or in accordance with Florida's Prompt Payment Act, whichever is sooner. The invoice shall include such supporting information as the District may reasonably require the Contractor to provide.

SECTION 4. CHANGE ORDERS. Contractor understands that the Services may be reduced, enlarged or otherwise modified in scope. If any additional Services are proposed beyond those identified in this Agreement, Contractor shall perform them but only after receiving a written change order from the District. Contractor shall cooperate with and assist the District in preparing and determining the scope of any change order. In the event the service represents a unit price set forth in this Agreement, Contractor's compensation shall be adjusted for the added or deducted services proposed by the change order in accordance with the unit prices established in the Agreement. In the event the service is not represented by a lump sum or unit price set forth in this Agreement, Contractor's compensation shall be adjusted for the added or deducted services proposed by the change order as reasonably determined by the District in conference with the Contractor.

SECTION 5. INSURANCE. Contractor shall, at its own expense, maintain insurance during the performance of the Services under this Agreement, with limits of liability not less than the following:

Workers Compensation	statutory
General Liability	
<i>Bodily Injury (including contractual)</i>	\$1,000,000
<i>Property Damage (including contractual)</i>	\$1,000,000
Automobile Liability (if applicable)	
<i>Bodily Injury and Property Damage</i>	\$1,000,000
Pollution Liability	\$1,000,000
Herbicide/Pesticide Applicators Coverage	\$1,000,000

Contractor shall provide the District with a certificate naming the District, its officers, agents and employees as an additional insured. At no time shall Contractor be without insurance in the above amounts. No policy may be canceled during the term of this Agreement without at least thirty (30) days written notice to the District. An insurance certificate evidencing compliance with this section shall be sent to the District prior to the commencement of any performance under this Agreement.

SECTION 6. INDEPENDENT CONTRACTOR. It is understood and agreed that at all times the relationship of Contractor and its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor to the District is the relationship of an independent contractor and not that of an employee, agent, joint venturer or partner of the District. Nothing in this Agreement shall be interpreted or construed as creating or establishing the relationship of employer and employee between the District and Contractor or any of its employees, agents, subcontractors or anyone directly or indirectly employed by Contractor. The parties acknowledge that Contractor is not an employee for state or federal tax purposes. Contractor shall hire and pay all of Contractor’s employees, agents, subcontractors or anyone directly or indirectly employed by Contractor, all of whom shall be employees of Contractor and not employees of District and at all times entirely under Contractor’s supervision, direction and control.

In particular, District will not: i) Withhold FICA (Social Security) from Contractor’s payments; ii) Make state or federal unemployment insurance contributions on Contractor’s behalf; iii) Withhold state or federal income tax from payment to Contractor; iv) Make disability insurance contributions on behalf of Contractor; or v) Obtain workers’ compensation insurance on behalf of Contractor.

SECTION 7. COMPLIANCE WITH LAWS, ORDINANCES AND REGULATIONS. The Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If the Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a

report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of the Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

SECTION 8. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

SECTION 9. ENFORCEMENT OF AGREEMENT. In the event that either party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the substantially prevailing party shall be entitled to recover from the other all fees and costs incurred, including reasonable attorney's fees, paralegal fees, expert witness fees and costs for trial, alternative dispute resolution, or appellate proceedings.

SECTION 10. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor.

SECTION 11. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and the Contractor, both the District and the Contractor have complied with all the requirements of law, and both the District and the Contractor have full power and authority to comply with the terms and provisions of this instrument.

SECTION 12. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, as follows:

A. If to District: Three Rivers Community Development District
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
Attn: District Manager

With a copy to: Kutak Rock LLP
107 West College Avenue

Tallahassee, Florida 32301
Attn: District Counsel

B. If to Contractor:

Sitex Aquatics, LLC
7643 Gate Parkway, Suite 104-127
Jacksonville, Florida 32256
Attn: Joseph T. Craig

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for the Contractor may deliver Notice on behalf of the District and the Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addressees set forth herein.

SECTION 13. ARM'S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and the Contractor as an arm's length transaction. Both parties participated fully in the preparation of this Agreement and received the advice of counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, both parties are deemed to have drafted, chosen, and selected the language, and the doubtful language will not be interpreted or construed against either the District or the Contractor.

SECTION 14. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and the Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and the Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and the Contractor and their respective representatives, successors, and assigns.

SECTION 15. ASSIGNMENT. Neither the District nor the Contractor may assign this Agreement or any monies to become due hereunder without the prior written approval of the other.

SECTION 16. APPLICABLE LAW AND VENUE. This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida. Venue shall be in Nassau County, Florida.

SECTION 17. INDEMNIFICATION.

- A. Contractor, its employees, agents and subcontractors shall defend, hold harmless and indemnify the District and its supervisors, officers, staff, employees, representatives and agents against any claims, damages, liabilities, losses and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the acts or omissions of Contractor, and other persons employed or utilized by Contractor in the performance of this Agreement or the Services performed hereunder.
- B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorney fees, paralegal fees and expert witness fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings) as ordered.

SECTION 18. LIMITATIONS ON GOVERNMENTAL LIABILITY. Nothing in this Agreement shall be deemed as a waiver of immunity or limits of liability of the District beyond any statutory limited waiver of immunity or limits of liability in Section 768.28, *Florida Statutes*, or other statute, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

SECTION 19. TERMINATION. The District agrees that the Contractor may terminate this Agreement for cause by providing thirty (30) days written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. The Contractor agrees that the District may terminate this Agreement immediately for cause by providing written notice of termination to the Contractor. The District shall provide thirty (30) days written notice of termination without cause. Upon any termination of this Agreement, the Contractor shall be entitled to payment for all Services rendered up until the effective termination of this Agreement, subject to whatever claims or off sets the District may have against the Contractor as the sole means of recovery for termination.

SECTION 20. OWNERSHIP OF DOCUMENTS. All rights in and title to all plans, drawings, specifications, ideas, concepts, designs, sketches, models, programs, software, creation, inventions, reports, or other tangible work product originally developed by Contractor pursuant to this Agreement shall be and remain the sole and exclusive property of the District when developed and shall be considered work for hire.

SECTION 21. COMPLIANCE WITH PUBLIC RECORDS LAWS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is Gabriel Mena ("Public Records Custodian"). Among other requirements and to the extent applicable by law, the Contractor shall 1) keep and maintain

public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if the Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor's possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by the Contractor, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 2300 GLADES ROAD, SUITE 410W, BOCA RATON, FLORIDA 33431; (561) 571-0010; GILLYARDD@WHHASSOCIATES.COM

SECTION 22. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

SECTION 23. E-VERIFY. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, *Florida Statutes*. By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

SECTION 24. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. The Contractor agrees to comply with Section 20.055(5), Florida Statutes, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

SECTION 25. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

SECTION 26. ENTIRE AGREEMENT. This instrument shall constitute the final and complete expression of the agreement between the parties relating to the subject matter of this Agreement. To the extent that any of the terms of this Agreement are determined to conflict with any terms included in the attached Proposal, the terms of this Agreement are agreed and deemed to be controlling.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

ATTEST:

**THREE RIVERS COMMUNITY
DEVELOPMENT DISTRICT**

Witness

Chair, Board of Supervisors

SITEX AQUATICS, LLC

Witness



By: 
Its: 

- Exhibit A:** Proposal/Scope of Services
- Exhibit B:** Map of Ponds

Exhibit A
Proposal/Scope of Services



7643 Gate Parkway 104-127
Jacksonville, FL 32256

813.558.2125
www.sitexaquatics.com

Aquatic Management Agreement

This agreement is between Sitex Aquatics, LLC. Hereafter called "Sitex" & Three Rivers CDD hereafter called "customer"

Customer: Three Rivers CDD
C/O: Wrathell Hunt
Contact: Mr. Michael Molineaux
Address: 2300 Glades Rd Suite 410W Boca Raton, FL 33431
Email: mmolineaux@Castlegroup.com
Phone: 904.456.2532

Sitex agrees to provide aquatic management services for a period of 12 months in accordance with the terms and conditions of this agreement in the following sites:

14 waterways (12 acres) at the Tributary Community located in Yulee, FL (see attached map)

Customer agrees to pay Sitex the following amounts during the term of this agreement for the specific service:

- | | |
|--|----------|
| 1. Shoreline Grass and Brush Control | Included |
| 2. Underwater, Floating and Algae Treatment | Included |
| 3. All Services Performed by State Licensed Applicator | Included |
| 4. Treatment Report Issued After Each Visit | Included |
| 5. Use of EPA Regulated Materials Only | Included |
| 6. Algae callback service as needed | Included |
| 7. Non-Construction trash removal | Included |

Service shall consist of Twelve (12) treatments a year as needed.

Customer agrees to pay Sitex the following amount during the term of this agreement which shall be 03/01/23 thru 03/01/24 Agreement will automatically renew as per Term and Conditions:

Total Monthly Service Amount: \$1,330.00
Total Annual Maintenance Cost: \$15,960.00

Invoice is due and payable within 30 days. Overdue accounts may accrue a service charge.

Customer acknowledges that he/she has read and is familiar with the additional terms and conditions printed on the reverse side, which are incorporated in this agreement.

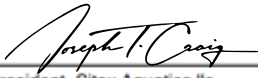
Accepted By	Date	 President, Sitex Aquatics LLC.	01/10/2023 Date
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Exhibit B
Map of Ponds



THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

3 CIV



5 April 2023

Mr. Gregg Kern
Three Rivers Community Development District
c/o Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

**RE: Tributary DRI Water Quality Sampling 2023 (Quarters 2-4)
Nassau County, Florida
Proposal/Contract for Services
ERS Proposal No. P240008**

Dear Mr. Kern:

SES Environmental Resource Solutions LLC (ERS) is pleased to provide you with this proposal/contract to assist with DRI Water Quality Sampling for the remaining three quarters of 2023 at the Tributary project located in Nassau County.

We look forward to working with you on this project. Please feel free to contact me with any questions.

Sincerely,

SES ENVIRONMENTAL RESOURCE SOLUTIONS LLC

Patrick Pierce
Senior Environmental Scientist/Project Manager

Attachment: Proposal/Contract for Services
General Terms and Conditions

PCP/240008_Tributary WQ Sampling 2023

PROPOSAL/CONTRACT

Prepared for:

Mr. Gregg Kern

Three Rivers Community Development District

c/o Wrathell, Hunt & Associates, LLC

2300 Glades Road, Suite 410W

Boca Raton, FL 33431

5 April 2023

RE: Tributary DRI Water Quality Sampling 2023 (Quarters 2-4)

Nassau County, Florida

Proposal/Contract for Services

ERS Proposal No. P240008

Scope of Services

Task 1 – DRI Water Quality Sampling. SES Environmental Resource Solutions LLC (ERS) will conduct quarterly water quality monitoring consistent with the Florida Department of Environmental Protection (FDEP)-approved Tributary DRI Water Quality Monitoring Plan dated January 2023, to include water quality physio-chemical analysis at three stations quarterly following guidelines established by FDEP. Physio-chemical analysis will consist of in-situ measurements at three stations and additional laboratory water quality analysis at three stations.

Quarterly reports will be filed with FDEP after review and approval by Client. This task will cover three monitoring events to occur in 2023.

Task 1 – Fixed Fee.....\$12,000.00
(4,000.00 per Quarterly Sampling Event, 3 events in 2023)

Meetings/Consultation. Any requested meetings or consultation that are beyond the scope of services as described above will be invoiced on a time and materials basis at standard hourly rates.

If this proposal, which incorporates the attached General Terms and Conditions by reference, meets with your approval, please sign below and return a copy to our office as your authorization to proceed. We look forward to working with you.

TERMS ACCEPTED:

For: _____

For: **SES Environmental Resource Solutions LLC**

Date: **4/5/2023**

Date: **5 April 2023**

By: 
(Signature)

By: 
(Signature)

(Printed/Typed)

Kim Allerton
(Printed/Typed)

General Terms and Conditions

GC-1 DEFINITIONS

- A. "Consultant" shall be defined as SES Environmental Resource Solutions LLC.
- B. "Client" means the company entering into this Agreement with Consultant.
- C. Consultant and Client will be collectively referred to as the "Parties" or sometimes individually as a "Party".
- D. "Work" is defined as the services being provided by Consultant to Client, and all duties and responsibilities associated therewith.
- E. "Agreement" is defined as the Agreement reached by the Parties for the Work and all documents referenced in and made a part of the Agreement, including, but not limited to Consultant's Cost Estimate and associated proposal.

GC-2 ORDER OF PRECEDENCE

- All contract documents and subsequently issued modifications are essential parts of this Agreement, and a requirement occurring in one is binding as though occurring in all. In resolving conflicts, errors, or omissions, the following order of precedence shall be used:
- A. Cost Estimate including Scope of Work and Agreement signature page.
 - B. General Terms and Conditions.
 - C. Attachments, if any.

GC-3 ENTIRE AGREEMENT

This Agreement embodies the entire agreement between the Parties. The Parties shall not be bound by or liable for any statement, representation, promise, or understanding not set forth herein and nothing contained in proposals, correspondence, discussions, or negotiations prior to the date of this agreement has any effect on this agreement unless specifically incorporated herein. No changes, amendments, or modifications of any of the terms and conditions hereof shall be valid unless reduced to writing and signed by the Parties.

GC-4 RESPONSIBILITIES

Consultant has the responsibility for providing the services described in the cost estimate. The Work is to be performed according to accepted industry standards of care and is to be completed in a timely manner. The Client or a duly authorized representative is responsible for providing the Consultant with a clear understanding of the project nature and scope (the Work). The Client shall supply the Consultant with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys and designs, to allow the Consultant to properly complete the Work. The Client shall also communicate changes in the nature and scope of the Work as soon as possible during performance of the Work so that the changes can be incorporated into the work product.

GC-5 HEADINGS

The captions in this Agreement are for convenience only and shall not define or limit any of the terms herein.

GC-6 SEVERABILITY AND INTERPRETATION

In the event that any provision of this Agreement shall be held to be invalid or unenforceable, the remainder of the Agreement shall not be affected and the Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted. Each Party acknowledges that it has had a fair and reasonable opportunity to review this Agreement, which shall be construed as though drafted by both parties.

GC-7 WAIVER

The waiver by either Party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach.

GC-8 OWNERSHIP OF DOCUMENTS AND DATA

All finished and unfinished documents, data, studies, surveys, drawings, specifications, field notes, maps, models, photographs, videos, project-customized software, project-customized intellectual property, and reports which are first produced by the Consultant in the performance of the Work are, and will remain, the property of Consultant.

GC-9 INDEPENDENT CONTRACTOR

Consultant represents that it is fully experienced, properly qualified, registered, licensed, equipped, organized and financed to perform the Work under this Agreement. Consultant shall perform the Work hereunder in accordance with its own methods subject to compliance with the Agreement. Consultant agrees to be solely responsible for all matters pertaining to its status as a business in the state as well as all federal laws, IRS requirements, and labor laws as they pertain to the Work being performed and paid under this Agreement. Consultant shall act as an independent contractor and not as the agent of Client in performing this Agreement, maintaining complete control over its employees and all of its lower-tier suppliers and subcontractors. Nothing contained in this Agreement or any lower-tier purchase order or Agreement awarded by Consultant shall create any contractual relationship or rights between any lower-tier supplier or subcontractor and Client. Nothing contained in the Agreement shall be construed to imply a joint venture, partnership or principal-agent relationship between the Parties. Neither Party by virtue of this Agreement shall have any right, power, or authority to act or create any obligation, express or implied, on behalf of the other Party.

GC-10 SITE ACCESS AND CONDITIONS AFFECTING THE WORK

The Client will grant or obtain free access to the Work site, if any, for all equipment and personnel necessary for the Consultant to perform the Work set forth in this Agreement. The Client will notify any and all possessors of the project site that Client has granted Consultant free access to the site. The Consultant will take reasonable precautions to minimize damage to the site, but it is understood by the Client that, in the normal course of work, some damage may occur, and the correction of such damage is not part of this Agreement unless so specified in the Cost Estimate and associated Scope of Work. The Client is responsible for the accuracy of locations for all subterranean structures and utilities. The Consultant will take reasonable precautions to avoid known subterranean structures, and the Client waives any claim against Consultant, and agrees to defend, indemnify, and hold Consultant harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate Consultant for any time spent or expenses incurred by Consultant in defense of any such claim with compensation to be based upon Consultant's prevailing fee structure and expense reimbursement policy. Before starting the Work, the Consultant shall review all existing site conditions, drawings if any, specifications if any, and other documents relative to the Work, as well as the information furnished by Client pursuant to the Work. Any errors, inconsistencies or omissions then discovered by the Consultant shall be reported promptly to the Client for clarification. Consultant shall not proceed in conflict areas without specific written direction from the Client.

GC-11 DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS

Client warrants that a reasonable effort has been made to inform Consultant of known or suspected hazardous materials on or near the project site. Under the terms of this Agreement, the term "hazardous materials" includes, but is not limited to, hazardous materials (40 CFR 172.01), hazardous wastes (40 CFR 261.2), hazardous substances (40 CFR 300.6), petroleum products, polychlorinated biphenyls, mold and asbestos. Hazardous materials may exist at a site where there is no reason to believe they could or should be present. Consultant and Client agree that the discovery of unanticipated hazardous materials constitutes a changed condition that may mandate a renegotiation of the scope of Work. Consultant and Client agree that the discovery of unanticipated hazardous materials may make it necessary for Consultant to take immediate measures to protect health and safety. Client agrees to compensate Consultant for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials. Consultant agrees to notify Client when unanticipated hazardous materials or suspected hazardous materials are

General Terms and Conditions

encountered. Client agrees to make all disclosures required by law to the appropriate governing agencies. Client also agrees to hold Consultant harmless for any and all consequences of disclosures made by Consultant which are required by governing law. In the event the project site is not owned by Client, Client recognizes that it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials. Notwithstanding any other provision of this Agreement, Client waives any claim against Consultant, its agents, servants, employees, representatives, officers, directors, sureties, attorneys, owners, affiliates, heirs, assigns, suppliers and subcontractors, and to the maximum extent permitted by law, agrees to defend, indemnify, and save Consultant harmless from any claim, liability, and/or defense costs for injury or loss arising from Consultant's discovery of unanticipated hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by the Consultant which are found to be contaminated.

GC-12 CONSIDERATION AND COMPENSATION

Consultant shall be paid in accordance with the rates and/or prices established in the Agreement. Unless amended in writing and signed by the Parties, Consultant is not obligated to incur expenses and cost in excess of that amount.

GC-13 BILLING AND PAYMENT

Consultant will submit invoices to Client monthly or upon the completion of the Work. Invoices will reflect charges for different personnel and expense classifications or will indicate a lump sum charge for services rendered in accordance with the Cost Estimate. Payment is due thirty (30) days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1.5%) per month, or the maximum rate allowed by law, on past due accounts. If the Consultant incurs any expenses to collect overdue billings on invoices, the sums paid by the Consultant for reasonable attorney's fees, court costs, Consultant's time, Consultant's expenses, and interest will be due and owing by the Client.

GC-14 WRITTEN NOTICE

The addresses provided for the Parties in the Agreement shall be the addresses for all notices and correspondence in all matters dealing with this Agreement. Except as otherwise expressly provided herein, all written notices required to be delivered by the Parties pursuant hereto shall be deemed so delivered at the time delivered by hand one business day after confirmed transmission by facsimile or other electronic system (with confirmation copy sent by regular U.S. Mail or overnight delivery service) or 3 business days after placement in the U.S. Mail by registered or certified mail, return receipt requested, postage prepaid, or to such other address as such party may designate by 10 days' advance written notice to the other Party.

GC-15 FORCE MAJEURE

Neither Party shall be liable nor be able to terminate this Agreement for any failure to perform hereunder where such failure is proximately caused by a Force Majeure Occurrence, which is defined as an occurrence beyond the control and without the fault or negligence of the Party affected and which by exercise of reasonable diligence the Party is unable to prevent or protect against. Without limiting the generality of the foregoing, Force Majeure Occurrences shall include: acts of nature (including fire, flood, earthquake, storm, hurricane or other natural disaster), war, invasion, terrorist acts, government sanction or embargo, labor disputes of third parties to this Agreement, or the prolonged failure of electricity or other vital utility service. Any Party asserting Force Majeure as an excuse to performance shall have the burden of proving proximate cause, that reasonable steps were taken to minimize the delay and damages caused by events when known, and that the other Party was timely notified of the likelihood or actual occurrence which is claimed as grounds for a defense under this clause.

GC-16 INSURANCE

For its sole protection, Consultant shall carry and maintain in force and effect during the entire term of this Agreement the following required insurance policies: Commercial General Liability, Worker's Compensation and Employer's Liability, Business Auto Liability, and Professional Liability. Evidence of Insurance referencing these policies will be provided upon request. No additional insurance terms or provisions will be provided.

GC-17 LIMITATION OF LIABILITY

Client agrees that the Consultant's liability for on account of any error, omission, or other professional negligence will be limited to a sum not to exceed Fifty Thousand (\$50,000.00) Dollars, or Consultant's fee, whichever is greater. If Client prefers to have higher limits on professional liability, Consultant agrees to increase the limits up to a maximum of One Million (\$1,000,000.00) Dollars upon Client's written request, provided that Client agrees to pay an additional consideration of four percent (4%) of the total fee for the project or Five Hundred (\$500.00) Dollars, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance.

GC-18 INDEMNITY

Subject to the limits established in the Limitation of Liability clause herein, each Party shall defend, save the other together with their agents, servants, employees, representatives, officers, directors, sureties, attorneys, owners, affiliates, heirs, assigns, suppliers and subcontractors harmless from and against and shall indemnify the other for any liability, loss, costs, expenses, or damages to the extent of its negligent acts or omissions in performing under this Agreement. To the extent of its negligence, the indemnifying Party shall defend said action at its own expense and shall pay and discharge any judgment that may be rendered in any such action. If such indemnifying Party fails or neglects to so defend, the Party sued may defend the same and any expenses, including reasonable attorneys' fees, which it may pay or incur in defending said action and the amount of any judgment which it may be required to pay shall be promptly reimbursed upon demand. Such undertaking of defense shall not be deemed an admission of liability, an agreement to assume liability, or a waiver of any right or remedy which the undertaking Party may have. In the event of any indemnified claim against Consultant by Client or any third person associated with Client, Consultant reserves the right to choose legal counsel and direct the defense of such claim at Client's sole cost and expense if the Client is notified of the claim, the claim is the result of Client's efforts, and the Client either fails or neglects to defend the claim. Each Party shall protect, defend, indemnify and hold harmless the other Party hereto from and against any and all damages and expenses arising out of a claim of actual or alleged infringement of patent, copyright, trademark or trade name asserted in connection with the use of equipment, tools, or methods of operation furnished pursuant to this Agreement. In no event, whether on warranty, contract, or negligence, shall either Party be liable to the other for incidental, indirect, or consequential damages, including but not limited to, loss of profits, loss of revenue, loss of use of equipment or facilities, costs of capital, cost of substitute or underutilization of equipment, facilities or labor, downtime costs, or claims of customers resulting from the performance or nonperformance of obligations of this Agreement.

GC-19 STANDARD OF CARE

Services performed by the Consultant under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of the Consultant's profession practicing contemporaneously under similar conditions in the locality of the Work. No other warranty, expressed or implied, is made. The Client recognizes that site conditions may change from those observed at the site at the time Work is performed. Data, interpretations, and recommendations by the Consultant will be based solely on information available to the Consultant at the time of the performance of the Work. The Consultant is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information provided.

GC-20 PROPRIETARY AND CONFIDENTIAL INFORMATION

Information which is exchanged under or in connection with this Agreement may include proprietary and confidential information of the disclosing Party. The receiving Party shall not disclose such confidential information to others or use it for any purposes other than this Agreement without prior written consent from disclosing Party. All such proprietary information shall be clearly marked as "Proprietary." In the event proprietary information is orally disclosed, it should then be

General Terms and Conditions

reduced to writing and marked "Proprietary" within ten (10) days thereafter. The receiving Party shall use at least the same degree of care to prevent disclosure to any third party of misuse of the proprietary information as it employs with respect to its own proprietary information of like importance and use. Proprietary information shall not include, and this paragraph shall not apply to information which: (a) was in the receiving Party's possession or was known to the receiving Party prior to its receipt from the disclosing Party; (b) is or becomes public knowledge without fault of the receiving Party; (c) is acquired by the receiving Party from a third party with good legal title thereto and without binder of secrecy; (d) is independently developed by the receiving Party; (e) is used or disclosed with the prior written approval of the disclosing Party; or (f) is disclosed pursuant to the requirement or request of U.S. or other governmental agency. If such a requirement or request is presented by the U.S. or other governmental agency, Consultant will immediately notify Client and will give Client a reasonable opportunity to contest or dispute such disclosure if they deem necessary. The obligations stated under this clause shall survive the expiration or termination of this Agreement and any extension thereof for a period of two (2) years. All tangible forms and copies of the proprietary information, such as written documentation, delivered by either Party to the other pursuant to this Agreement shall be and remain the property of the issuing Party, and all such tangible information shall be properly returned to said Party or destroyed upon its written request. Any work papers, memoranda or other writings prepared by the receiving Party incorporating any or all of the information shall also be subject to the provisions of this Agreement.

GC-21 RESOLUTION OF DISPUTES

The Parties agree to attempt to resolve any dispute by direct negotiations and in good faith. If these negotiations prove unsuccessful, the following rules shall apply: The Parties agree that this Agreement, and the performance or breach thereof, shall be governed and construed in accordance with the substantive and procedural laws of the State of Florida, United States of America. Any dispute, controversy, claim or difference arising out of or relating to, or resulting from this Agreement, its application or interpretation, or a breach thereof, which cannot be settled amicably by the Parties, shall be resolved definitively and exclusively by arbitration under the Rules of Procedure of the American Arbitration Association (the "Rules") then prevailing, which arbitration shall be held in Jacksonville, Florida. Arbitration shall be by a single arbitrator within thirty (30) calendar days after demand for arbitration, the arbitrator being chosen in accordance with the Rules. It is agreed that all documentary submissions, presentations and proceedings shall be in the English language. The decision of the arbitrator shall be final and binding on the parties, and judgment upon any award rendered may be entered in any court having jurisdiction thereof. Any time which elapses in attempting to resolve the dispute through either or both negotiation or arbitration shall extend day-for-day any applicable statute(s) of repose or limitation of actions. The Parties agree that this arbitration obligation shall survive the termination of this Agreement, whether by default or convenience. Notwithstanding anything to the contrary, (a) Consultant reserves the right to pursue and obtain injunctive or equitable relief from a court of law; (b) if a lawsuit or arbitration is brought against Consultant in a court of law and such claims involve, directly or indirectly, Client's work, Consultant reserves the right to join Client in such arbitration or lawsuit, and (c) if any claims by Client involve, directly or indirectly, the work or obligations of other persons, Consultant reserves the right to join such other persons to its arbitration or litigation with Client.

GC-22 ASSIGNMENT

Neither the Client nor the Consultant may delegate, assign, sublet or transfer their duties or interest in this Agreement without the written consent of the other Party. However, Consultant may assign rights to be paid amounts due to a financing institution if Client is promptly furnished a written notice and a signed copy of such assignment. If assigned, all covenants, stipulations and promises of this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors, assigns and legal representatives.

GC-23 TAXES

Unless otherwise stated in this Agreement, Client shall pay all taxes, levies, duties, and assessments of every nature due in connection with the Work under this Agreement required by law and hereby indemnifies and holds harmless Consultant from any liability on account of any and all such taxes, levies, duties, assessments, and deductions. Unless otherwise provided herein, the price of the Work includes all applicable federal, state and local taxes.

GC-24 COMPLIANCE WITH LAWS

The Parties will comply with applicable laws, statutes, ordinances, orders, rules and regulations of all governmental authorities having jurisdiction over the Work to be performed, and will have all licenses, permits, and other necessary documents for the performance of the Work.

GC-25 CHANGES

This Agreement may not be and shall not be deemed or construed to have been modified, amended, rescinded, canceled or waived in whole or part, except by written instruments signed by the Parties hereto. When, in the Consultant's opinion, any direction from Client or any other discovery or occurrence, constitutes a change to the Agreement terms, Consultant shall notify the Client immediately in writing to obtain a written instrument implementing the change. Upon request from Client, Consultant may be required at a later date to submit a formal written request including all necessary supporting documentation to justify the change. Notice of request for change must be given as soon as practical, and at all times must be given prior to any action being taken by Consultant on the changed Work or activity. A modification constitutes complete agreement between the Parties regarding any changes made to the Agreement.

GC-26 SUSPENSION

The Client may for any reason direct the Consultant to suspend performance of any part or all of the Agreement for an indefinite period of time. If any such suspension significantly delays progress or causes the Consultant additional direct expenses in the performance of the Agreement, not due to the fault or negligence of the Consultant, the compensation to the Consultant shall be adjusted by a formal modification to the Agreement and the time of performance shall be extended by the actual duration of the suspension.

GC-27 TERMINATION

This Agreement may be terminated by either Party upon seven (7) days' written notice in the event of substantial failure by the other Party to perform in accordance with the terms hereof. Such termination shall not be effective if that substantial failure has been remedied before expiration of the period specified in the written notice. In the event of termination, Consultant shall be paid for services performed to the termination notice plus reasonable termination expenses.

In the event of termination, or suspension of more than three months prior to completion of all reports contemplated by this Agreement, Consultant may complete such analyses and records as necessary to complete the project files and may also complete a report on the service performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct costs incurred by Consultant in completing, compiling and transmitting such analyses, records and reports.

GC-28 RETENTION OF RECORDS

Consultant will retain all pertinent records relating to the services performed for a period of five (5) years following completion of the Work, during which period the records will be made available to the Client at all reasonable times.

GC-29 SUCCESSORS

All covenants, stipulations and promises in this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors, assigns and legal representatives. Neither Party shall have the right to assign or otherwise transfer its rights or obligations under this Agreement except with the written consent of the other Party, provided, however, that a successor in interest by merger, by operation of law, assignment, purchase, or otherwise of the entire business of either Party, shall acquire all interest of such Party hereunder. Prohibited assignments shall be void at the option of the non-assigning Party.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

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**THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
 WORK AUTHORIZATION NO. 7
 AMENDMENT NO. 1
 MASTER SITE PLANNING**

Scope of Work

England-Thims & Miller, Inc. (ETM) shall provide consulting engineering services for the Three Rivers Community Development District as directed by the Board of Supervisors or their designee. Consulting services shall include, but not be limited to:

TASK 3 – MASTER PLANNING COORDINATION MEETINGS

ETM will host and participate in all such meetings as requested and coordinate with other subconsultants as necessary to facilitate efficient development within the District.

**FEE.....HOURLY
 (BUDGET ESTIMATE = \$25,000.00)**

HOURLY FEE SCHEDULE - 2023

CEO/CSO.....	\$400.00	/Hr.
President.....	\$350.00	/Hr.
Executive Vice President.....	\$335.00	/Hr.
Vice President	\$260.00	/Hr.
Senior Engineer/ Senior Project Manager.....	\$215.00	/Hr.
Project Manager.....	\$200.00	/Hr.
Director.....	\$185.00	/Hr.
Engineer.....	\$175.00	/Hr.
Assistant Project Manager	\$155.00	/Hr.
Senior Planner /Planning Manager.....	\$200.00	/Hr.
Senior Environmental Scientist.....	\$215.00	/Hr.
Planner.....	\$163.00	/Hr.
CEI Senior Project Engineer.....	\$230.00	/Hr.
CEI Project Manager/Project Administrator.....	\$184.00	/Hr.
CEI Senior Inspector.....	\$163.00	/Hr.
CEI Inspector	\$132.00	/Hr.
Senior Landscape Architect.....	\$184.00	/Hr.
Landscape Architect.....	\$165.00	/Hr.
Senior Technician/Senior Specialist.....	\$163.00	/Hr.
GIS Program Manager.....	\$180.00	/Hr.
GIS Analyst	\$140.00	/Hr.
GIS Consultant.....	\$150.00	/Hr.
Senior Engineering Designer / Senior LA Designer.....	\$160.00	/Hr.
Engineering Intern	\$140.00	/Hr.
Engineering/Landscape Designer.....	\$140.00	/Hr.
CADD/GIS Technician.....	\$132.00	/Hr.
Project Coordinator / CSS.....	\$100.00	/Hr.
Administrative Support.....	\$95.00	/Hr.

*ETM’s standard hourly billing rates are reevaluated annually prior to the beginning of the calendar year and subject to an increase not to exceed five (5) percent per year.

Expenses

Cost such as subconsultants, printing, telephone, delivery service, mileage and travel shall be invoiced at direct costs.

Approval

Submitted by: 
England, Thims & Miller, Inc.

Date: March 14, 2023

Approved by: 
Three Rivers Community Development District

Date: 3/16, 2023

THREE RIVERS

COMMUNITY DEVELOPMENT DISTRICT

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DOMINION ENGINEERING GROUP

March 9, 2023

Ernesto J. Torres
Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
Phone: (904)295-5714
www.whassociates.com

Re: District Engineer 2023 Rate Schedule
Three Rivers Community Development District

Dear Mr. Torres:

Dominion Engineering Group has been the District Engineer since May 2019. Over that period, we have not increased our hourly rate. With the salary increases since then, we find it necessary to provide a revised rate schedule. Please find attached the updated 2023 Hourly Rate Schedule.

We appreciate the opportunity to provide Consulting Services to you. Please contact me if you have any questions.

Very truly yours,
Dominion Engineering Group, Inc.

William E. Schaefer, PE, Principal

Attachment – Standard Hourly Rate -2023

Dominion Engineering Group, Inc.
4348 Southpoint Blvd, Suite 201
Jacksonville, Florida 32216
904-854-4500
www.DOM-ENG.com

**DOMINION ENGINEERING GROUP, INC. WORK AUTHORIZATION NO. _____
THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT
2023 GENERAL CONSULTING ENGINEERING SERVICES**

Scope of Work

Dominion Engineering Group, Inc. shall provide general consulting engineering services for the Three Rivers Community Development District as directed by the District Board, or their designee. General Consulting services shall include, but not limited to:

1. Prepare and attend Board Meetings
2. Prepare Presentations and Documents for District Meetings
3. Review and approve Owner Directed Purchase Orders
4. Prepare Cost Estimates and Budgets
5. Provide Technical Support
6. Provide Operation and Maintenance Inspections
7. Review Costs and Requisitions

ESTIMATED FEE\$10,000.00*

Dominion Engineering Group, LLC Hourly Rate Schedule - 2023

<u>POSITION</u>	<u>HOURLY RATE</u>	
Principal	\$ 205	/Hr.
Professional Engineer	\$ 145	/Hr.
Engineer	\$ 125	/Hr.
Senior Engineering Designer	\$ 130	/Hr.
Cadd Technician	\$ 70	/Hr.
Administrative Support	\$ 85	/Hr.

* Dominion Engineering Group's standard hourly rates are reevaluated annually and subject to increases.

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

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MEMORANDUM

TO: THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT BOARD OF SUPERVISORS

FROM: WESLEY S. HABER

DATE: MARCH 16, 2023

RE: PUBLIC RECORDS RETENTION

The purpose of this memorandum and attached resolutions are to update and/or establish the District's Records Retention Policy, including to reflect management of transitory messages and establishment that the electronic record is considered the official record.

The District essentially has two options to ensure compliance with applicable Records Retention laws.

First, the District can adopt the Florida Records Retention Schedules modified to ensure the District is also retaining the records required by federal law and the trust indenture. This option allows for the timely destruction of records while ensuring that the District's policy is in compliance with state and federal laws. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 1**.

Second, a District can adopt the Florida Records Retention Schedules as written and adopt a policy that states that the District will not be destroying any records at this point in time, with the exception of Transitory Messages. Kutak Rock has prepared a resolution that implements this option, and it is attached hereto as **Option 2**.

It is important to note that the District could change its Records Retention policy at a later date so long as the District's amendment was consistent with the notice and hearing provisions found in Chapter 190.

OPTION 1

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Three Rivers Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer ("Records Management Liaison Officer"); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District's records custodian to appoint a Records Management Liaison Officer, which may or may not be the District's records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District's Board of Supervisors ("Board") finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the "Policy") for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District's records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District's records custodian, shall each have the

individual power to remove the Records Management Liaison Officer at any time for any reason. Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include the following:

- A.** Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B.** Coordinate the District's records inventory;
- C.** Maintain records retention and disposition forms;
- D.** Coordinate District records management training;
- E.** Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F.** Participate in the development of the District's development of electronic record keeping systems;
- G.** Submit annual compliance statements;
- H.** Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I.** Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District will retain certain records longer than required by the General Records Schedules established by the Division as set forth in **Exhibit A**. To the extent the above statute, rules or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic amendment shall not reduce the retention times set forth in **Exhibit A**. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**THREE RIVERS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: District Amendments to General Records Schedules Established by the Division

Exhibit A

District Amendments to General Records Schedules established by the Division

ADVERTISEMENTS: LEGAL (Item #25)

The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to proceedings under uniform method of collection of debt assessments permanently. The District shall retain mailed and published legal advertisements, and corresponding affidavits, relating to the levy of assessments securing bonds for five (5) fiscal years provided applicable audits have been released, or until three (3) calendar years after related bonds are redeemed, whichever is later.

AUDITS: INDEPENDENT (Item #56)

The District shall retain the record copy of independent audits for ten (10) fiscal years or until three (3) calendar years after all related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: DETAIL (Item #340)

The District shall retain the record copy of disbursement records relating to the use of bonds for five (5) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

DISBURSEMENT RECORDS: SUMMARY (Item #341)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after related bonds are redeemed, whichever is later.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (Item #107)

The District shall retain the record copy of disbursement records relating to the use of bonds for ten (10) fiscal years provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

INCIDENT REPORT FILES (Item #241)

The District shall retain incident reports for five (5) anniversary years from the date of the incident.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS (Item #4)

The District shall retain audio recordings of board of supervisor meetings for five (5) calendar years after adoption of the official minutes.

PROJECT FILES: CAPITAL IMPROVEMENT (Item #136)

The District shall retain the record copy of project files for projects funded with bonds for ten (10) fiscal years after completion of the project provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION (Item #364)

The District shall retain the record copy of project files for condemnation/demolition projects funded with bonds for five (5) anniversary years after final action or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED (Item #172)

The District shall retain the record copy of documents related to property acquisitions funded with bonds for three (3) fiscal years after final disposition of the property provided applicable audits have been released or until three (3) calendar years after all related bonds are redeemed, whichever is later. The record copy of deeds and easements shall be kept permanently.

OPTION 2

RESOLUTION 2023-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT PROVIDING FOR THE APPOINTMENT OF A RECORDS MANAGEMENT LIAISON OFFICER; PROVIDING THE DUTIES OF THE RECORDS MANAGEMENT LIAISON OFFICER; ADOPTING A RECORDS RETENTION POLICY; DETERMINING THE ELECTRONIC RECORD TO BE THE OFFICIAL RECORD; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Three Rivers Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, Section 257.36(5), *Florida Statutes*, requires the District to establish and maintain an active and continuing program for the economical and efficient management of records and to provide for the appointment of a records management liaison officer (“Records Management Liaison Officer”); and

WHEREAS, the District desires for the Records Management Liaison Officer to be an employee of the District or an employee of the District Manager; and

WHEREAS, the District desires to authorize the District’s records custodian to appoint a Records Management Liaison Officer, which may or may not be the District’s records custodian; and

WHEREAS, the District desires to prescribe duties of the Records Management Liaison Officer and provide for the assignment of additional duties; and

WHEREAS, the District’s Board of Supervisors (“Board”) finds that it is in the best interests of the District to adopt by resolution a Records Retention Policy (the “Policy”) for immediate use and application; and

WHEREAS, the District desires to provide for future amendment of the Records Retention Policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The District hereby authorizes the District’s records custodian to appoint a Records Management Liaison Officer and report such appointment to the appropriate State of Florida agencies. A Records Management Liaison Officer shall be an employee of the District or the District Manager. The Board, and the District’s records custodian, shall each have the individual power to remove the Records Management Liaison Officer at any time for any reason.

Immediately following the removal or resignation of a Records Management Liaison Officer, the District's records custodian shall appoint a replacement Records Management Liaison Officer.

SECTION 2. The duties of the Records Management Liaison Officer shall include, but not be limited to, the following:

- A. Serve as the District's contact with the Florida Department of State, State Library and Archives of Florida;
- B. Coordinate the District's records inventory;
- C. Maintain records retention and disposition forms;
- D. Coordinate District records management training;
- E. Develop records management procedures consistent with the attached Records Retention Policy, as amended;
- F. Participate in the District's development of electronic record keeping systems.
- G. Submit annual compliance statements;
- H. Work with the Florida Department of State, State Library and Archives of Florida to establish individual retention schedules for the District, from time to time and as may be necessary; and
- I. Such other duties as may be assigned by the Board or the District's records custodian in the future.

SECTION 3. The District hereby adopts as its Records Retention Policy the applicable provisions of Section 257.36(5), *Florida Statutes*, the rules adopted by the Division of Library and Information Services of the Department of State ("Division") pursuant to Section 257.36, *Florida Statutes*, and the General Records Schedules established by the Division. However, the District hereby extends the minimum retention guidelines contained in the General Records Schedules so that the District will retain all public records relating to District business until the Board of Supervisors amends the Records Retention Policy to address the disposition of the same. Notwithstanding the foregoing, the District shall only retain Transitory Messages until the Transitory Message is obsolete, superseded or administrative value is lost in accordance with *the General Records Schedule for State and Local Government Agencies, Item #146*, as incorporated by reference in Rule 1B-24.003(1)(a), Florida Administrative Code. To the extent the above statute, rules, or schedules are amended or supplemented in the future, the District's Records Retention Policy shall automatically incorporate such amendment or supplement provided that such automatic change does not permit the disposition of District records without further action of the Board. The Records Retention Policy shall remain in full force and effect until such time as the Board amends the Policy.

SECTION 4. In accordance with section 668.50, Florida Statutes, and section 119.01, Florida Statutes, the Board finds that the electronic record shall be considered the official record and any paper originals are hereby duplicates which may be disposed of unless required to be preserved by any applicable statute, rule or ordinance.

SECTION 5. If any provision of this resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 6. This resolution shall become effective upon its passage; shall replace, supplant, and supersede any prior policy or resolution of the District regarding records retention; and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this ____ day of _____ 2023.

ATTEST:

**THREE RIVERS COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Composite Exhibit A: General Records Schedules, GS1-SL and GS3

Composite Exhibit A

General Records Schedules Established by the Division (GS1-SL and GS3)

[attach, if Option 2 adopted]

State of Florida

GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES



EFFECTIVE: August 2020

Rule 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

850.245.6750

recmgt@dos.myflorida.com

info.florida.gov/records-management

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public-agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS9	State Attorneys
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Records Management* website at info.florida.gov/records-management.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule establishes officially the *minimum* length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records - those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always "Retain until obsolete, superseded, or administrative value is lost" ("OSA") unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Forward for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in

cubic feet of paper records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, "**These records may have archival value**," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.

B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "**These records may have archival value**" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the-format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate, **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the

three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

RECORDS RETENTION SCHEDULES

ACCESS CONTROL RECORDS

Item #189

This record series consists of records pertaining to employee, contractor or subscriber access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges. See also "VISITOR/ENTRY RECORDS."

RETENTION: 1 anniversary year after superseded or access rights terminated.

ADDRESS REQUEST RECORDS

Item #415

This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.

RETENTION: 5 fiscal years.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.

RETENTION: Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.

RETENTION: 10 anniversary years after case closed.

ADMINISTRATIVE CONVENIENCE RECORDS

Item #2

This record series consists of **DUPLICATES** of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE SUPPORT RECORDS

Item #3

This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

Item #122

This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as correspondence (including electronic communications); memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES."

These records may have archival value.

RETENTION: 10 anniversary years; **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

ADVERTISEMENTS: LEGAL

Item #25

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, *Florida Statutes*, Legal and Official Advertisements, or that have appeared in the *Florida Administrative Register* or *Florida Administrative Weekly* as stipulated in Section 120.525(1), *Florida Statutes*, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any other legal

advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

RETENTION: 5 fiscal years.

AFFIRMATIVE ACTION RECORDS

Item #82

This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use "GRANT FILES" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

RETENTION: 2 anniversary years provided litigation has been resolved.

ANIMAL CONTROL RECORDS

Item #234

This record series consists of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases that have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, *Florida Administrative Code*, Animal Control Shelter Permits, Records.

RETENTION: 4 anniversary years.

ANNEXATION RECORDS

Item #247

This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include, but are not limited to, correspondence, reports, maps, voluntary petitions, certifying statements and municipal service plans.

RETENTION: Permanent.

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

Item #380

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions or other remuneration. The report contains an annual listing of all such fees, commissions or remuneration and shows in detail the purpose, character and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. ***These records may have archival value.***

RETENTION: 5 fiscal years.

ANNUAL REPORTS: COUNTY GOVERNMENT

Item #246

This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which requires the administrator to "Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***

RETENTION: 10 fiscal years.

ANNUAL REPORTS: GOVERNING BODY

Item #245

This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor

General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS."
These records may have archival value.

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

Item #216

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning or construction of an improvement to real property. NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

Item #204

This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

Item #252

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

Item #332

This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 105.3.2, Time limitation of application: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

RETENTION: 180 days after last action.

ATTENDANCE AND LEAVE RECORDS

Item #116

This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. **NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.**

RETENTION: 3 fiscal years.

ATTENDANCE RECORDS: COMMUNITY SERVICE

Item #249

This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.

RETENTION: 1 calendar year after last date of service.

AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS

Item #393

This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION: Retain each audit trail entry as long as the record to which the entry relates.

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

Item #394

This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

AUDITS: AUDITOR GENERAL

Item #8

This record series consists of reports issued by the Auditor General to establish the position of the audited agencies against their performance standards. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION: 10 fiscal years after audit report release date. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

AUDITS: INDEPENDENT

Item #56

This record series consists of reports, including any appropriate financial statements, issued by an independent auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules, and/or Section 215.97, *Florida Statutes*, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 10 fiscal years after audit report release date.

AUDITS: INTERNAL

Item #73

This record series consists of reports issued by an internal auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules and/or Section 20.055, *Florida Statutes*, Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 5 fiscal years after audit report release date.

AUDITS: STATE/FEDERAL

Item #83

This record series consists of reports issued by a federal or state auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to Section 11.45, *Florida Statutes* Definitions; authorities; reports; rules. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION: 10 fiscal years after audit report release date. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

AUDITS: SUPPORTING DOCUMENTS

Item #57

This record series consists of the documentation and supporting documents used to develop audit reports, including all bills, accounts, transaction records, reports or other related documentation. The audits may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

RETENTION: 5 fiscal years after audit report release date.

AUTOMATED ACCOUNTING SYSTEM REPORTS

Item #50

This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY" and "FINANCIAL HISTORY SUMMARY RECORDS."

RETENTION: 3 fiscal years.

BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS

Item #416

This record series documents the testing of residential and commercial backflow assemblies. The Backflow and Cross Connection Control Program (established pursuant to Rule 62-555.360, *Florida Administrative Code*, Cross-Connection Control for Public Water Systems) prevents the backflow of contaminants into the potable water supply. The series includes, but is not limited to, backflow prevention device inspection forms, backflow assembly test/certification forms, reclaimed water surveys and cross connection control inspection forms. Information regarding the number of inspections completed is generated from these forms and submitted as an annual report to the Florida Department of Health. Retention is pursuant to Rule 62-550.720(3), *Florida Administrative Code*, Recordkeeping.

RETENTION: 10 anniversary years.

BACKUPS: ELECTRONIC/DIGITAL RECORDS

There is no retention schedule for backup tapes, disks, drives, servers or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely for disaster recovery/business continuity but **not intended to serve as the record copy or as a records retention tool**. In the case of disaster, the backup would be used to recover system operability and/or restore lost records; otherwise, agency records that have not met their retention should **not** be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency's systems from the backup to ensure that the backup is not used as a records retention tool.

BALLOTS

Item #397

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, *Florida Statutes*, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use **General Records Schedule GS3 for Election Records**.

RETENTION: 30 days after vote count or cancellation of election.

BARGAINING RECORDS

Item #87

This record series consists of contracts and supporting documentation related to contracts or agreements between public agencies and labor organizations or employee unions.

RETENTION: 5 fiscal years after expiration or cancellation of contract.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

Item #70

This record series documents the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed

equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION: Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

Item #71

This record series documents the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. This series also includes records of bid projects canceled prior to being awarded and projects awarded but canceled prior to any work being done. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION: 5 fiscal years after awarded or bid project canceled.

BID RECORDS: NON-CAPITAL IMPROVEMENT

Item #72

This record series documents the processing and letting of successful, unsuccessful and canceled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

RETENTION: 5 fiscal years after awarded or bid project canceled.

BOND FINANCING ADMINISTRATIVE RECORDS

Item #417

This record series documents administrative and management activities relating to the financing of local government projects through bonded indebtedness. The series may include, but is not limited to, preliminary studies; legal opinions; proposals and prospectuses; authorizations and certificates for issuance; cancellation and exchange records; retired bonds and bond interest coupons that have been redeemed, including such information as identifying date, number of each bond and quality and value of bond by maturity; registers recording the redemption of bond coupons, including such information as upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying dates, number of each bond, interest paid and maturation dates; and other related correspondence and documentation. See also "BOND RESOLUTIONS/ORDINANCES." *These records may have archival value.*

RETENTION: 5 fiscal years after final payment or closeout activity, whichever is later. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

BOND RESOLUTIONS/ORDINANCES

Item #191

This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The series may include, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND FINANCING ADMINISTRATIVE RECORDS." *These records may have archival value.*

RETENTION: Permanent.

BONUS/AWARD RECORDS: EMPLOYEES

Item #333

This record series documents bonuses or other awards given to employees based on performance or other criteria. The series may include, but is not limited to, nominations, evaluations and selection records for peer review bonuses or other awards.

RETENTION: 5 fiscal years.

BUDGET RECORDS: APPROVED ANNUAL BUDGET

Item #58

This record series consists of the agency's approved annual budget and its amendments. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

BUDGET RECORDS: SUPPORTING DOCUMENTS

Item #88

This record series consists of any documentation relating to the development, modification or implementation of an agency's final approved budget. The series may include, but is not limited to, working papers, agency staff analyses, drafts, budget requests and other supporting documentation. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."

RETENTION: 3 fiscal years from the budget year the records pertain to.

BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

Item #169

This record series consists of case files documenting companies that have applied to the agency for certification as a certified business enterprise. The series includes files documenting application for certification certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, Small and Minority Business, Definitions, and in accordance with Section 287.0943, *Florida Statutes*, Certification of minority business enterprises, as well as certification of veteran business enterprises in accordance with Section 295.187, *Florida Statutes*, Florida Veteran Business Enterprise Opportunity Act. The series may include, but is not limited to, application for certification; documentation verifying ownership and control of the business by an eligible party; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

RETENTION: 3 fiscal years after expiration of certification, revocation, denial or withdrawal.

BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

Item #221

This record series documents the method by which a local governing authority grants the privilege of engaging in or managing any business, profession or occupation within its jurisdiction pursuant to Chapter 205, *Florida Statutes*, Local Business Taxes. Per Chapter 205, this does not include records of any fees paid to any board, commission or officer for permits, registrations, examinations or inspections. The series includes applications, renewal cards, business tax receipts and supporting documentation. **This series does not cover records relating to the issuance of business or occupational licenses by state agencies.** For records documenting financial transactions associated with this process, see "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

RETENTION: 1 calendar year after expiration, revocation, or denial of business tax receipt.

CABINET AFFAIRS FILES

Item #11

This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida's record copy is held by the Executive Office of the Governor until transferred to the State Archives of Florida. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

RETENTION:

a) Record copy (Governor's Office). **Permanent. Contact the State Archives of Florida for transfer to Archives after 5 years.**

b) Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost.

CALENDARS

Item #89

This record series consists of calendars, appointment books, planners or other records showing official daily appointments and meetings. The series might also include lists of "prioritized daily tasks," background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES."

RETENTION: 1 anniversary year.

CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS

Item #235

This record series documents each burial or cremation, showing the name of the deceased, date of burial or disposal of cremains, and the lot, plot, and space in which the burial was made or the location at which the cremains were disposed. These records relate to government lands and operations, not to private cemeteries. **These records may have archival value.**

RETENTION: Permanent.

CERTIFICATE OF OCCUPANCY: COMMERCIAL

Item #255

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards,

and Section 95.11(3)(c), Statute of Limitations regarding design, planning or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever occurs latest.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL

Item #256

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

Item #207

This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS."

These records may have archival value.

RETENTION: Permanent.

CHILD CARE RECORDS

Item #257

This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to Section 1003.22, *Florida Statutes*, School-entry health examinations; immunization against communicable diseases; and Section 1003.23, *Florida Statutes*, Attendance records and reports.

RETENTION: 5 calendar years after termination of enrollment.

CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES

Item #418

This record series consists of reports submitted by citizen support organizations and direct support organizations pursuant to Section 20.058, *Florida Statutes*, Citizen support and direct-support organizations. The series documents such information as the organization's name, mailing address, telephone number and website address; the statutory authority or executive order pursuant to which the organization was created; a brief description of the organization's mission and results of its efforts; a brief description of the future plans of the organization; a copy of the organization's code of ethics; and copy of the organization's most recent federal Internal Revenue Service Return of Organization Exempt from Income Tax form.

RETENTION: 5 fiscal years from date of report.

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

Item #275

This record series consists of the client case files for citizens receiving assistance from a social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports that are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.

RETENTION: 5 fiscal years.

CLIENT CASE FILES: VETERAN SERVICES

Item #310

This record series consists of case files relating to veterans receiving various types of assistance. The series may include, but is not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms that are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.

RETENTION: 5 fiscal years after case closed.

CODE VIOLATION RECORDS: CITATION ISSUED

Item #398

This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: HEARING CASE FILES

Item #236

This record series consists of case files documenting code violation hearings, whether held before the Code Enforcement Board, a Special Master or other applicable hearing body or official. The series may include, but is not limited to, affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1. a., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: NO CITATION ISSUED

Item #237

This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE VIOLATION RECORDS: HEARING CASE FILES."

RETENTION: 3 anniversary years after case is closed.

COMMITTEE/BOARD APPOINTMENT RECORDS

Item #334

This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS."

RETENTION: 3 fiscal years after term of office ends, appointee resigns, or committee/board is abolished, whichever is applicable.

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS

Item #379

This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."

RETENTION: 4 anniversary years after appointment and any litigation is resolved.

COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

Item #258

This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.

RETENTION: 5 fiscal years.

COMMUNICATIONS AUDIO RECORDINGS

Item #335

This record series consists of audio recordings of radio and telephone communications and complaint calls. The recordings may be made for a variety of purposes including, but not limited to, backup of activity reports, tracking and addressing complaints, quality assurance reviews of customer service calls, or employee training. Since these recordings may play an integral part in disciplinary actions or other agency actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained as long as necessary for these purposes. See also "911 COMMUNICATIONS RECORDS" and "911 RECORDS: LOGS."

RETENTION: 30 days.

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

Item #94

This record series consists of individual complaints received from citizens, consumers or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES" and "GRIEVANCE FILES."

RETENTION: 1 anniversary year after resolved or closed.

COMPREHENSIVE MASTER PLANS: ADOPTED

Item #166

This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to, maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions, conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION: Permanent.

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)

Item #174

This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include, but are not limited to, additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials that support the proposed plan. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." *These records may have archival value.*

RETENTION: 5 anniversary years after adopted. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*

COMPUTER LOGS

Item #391

This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.

RETENTION: 30 days or until review of logs is complete, whichever occurs first.

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

Item #64

This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of capital improvement or real property contracts, leases, or agreements to which the agency is a party, including contracts, leases, or agreements with architects, engineers, builders, and construction companies. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. "Real Property" means land, buildings, and fixtures. The terms "land," "real estate," "realty," and "real property" may be used interchangeably. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION: 10 fiscal years after completion or termination of contract/lease/agreement.

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

Item #65

This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of contracts, leases, or agreements to which the agency is a party other than those involving capital improvement/real property. In addition, it includes the various contracts, leases or agreements entered into for goods and services, such as contracted legal services, the purchase of gas and fuel oil, annual purchases of inventory-maintained items, and customer/client agreements. See also "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARGAINING RECORDS."

RETENTION: 5 fiscal years after completion or termination of contract/lease/agreement.

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

Item #337

This record series consists of releases or other documentation authorizing the agency to reproduce, distribute or publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

RETENTION: Permanent.

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

Item #17

This record series consists of correspondence and memoranda of a general nature that are associated with administrative practices or routine office activities and issues but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "INFORMATION REQUEST RECORDS." ***These records may have archival value.***

RETENTION: 3 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

Item #338

This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." ***These records may have archival value.***

RETENTION: 5 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DEFERRED COMPENSATION SUMMARY REPORTS

Item #339

This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees' contributions or account activities.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DIRECTIVES/POLICIES/PROCEDURES

Item #186

This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." ***These records may have archival value.***

RETENTION: 2 anniversary years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DISASTER PREPAREDNESS DRILL RECORDS

Item #259

This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."

RETENTION: 2 calendar years provided reviews have been conducted.

DISASTER PREPAREDNESS PLANS

Item #210

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Section 252.365, *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to develop and maintain "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS," "DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS." ***These records may have archival value.***

RETENTION: 5 fiscal years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DISASTER RELIEF RECORDS

Item #321

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.

RETENTION: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

DISCIPLINARY CASE FILES: EMPLOYEES

Item #98

This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 5 anniversary years after final action.

DOMESTIC PARTNERSHIP REGISTRY RECORDS

Item #399

This record series documents domestic partnerships established and dissolved under authority of law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.

RETENTION: Permanent.

DONATION RECORDS

Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

RETENTION: Permanent.

DRAFTS AND WORKING PAPERS

Item #242

This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. **Drafts of documents that could have a significant effect on an agency's programs, functions and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER" or other applicable record series.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST CASE FILES

Item #260

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to Sections 112.0455(7)-(8), *Florida Statutes*, Florida Drug-Free Workplace Act, Types of Testing and Procedures and Employee Protection, Section 443.1715(3)(b), *Florida Statutes*, Disclosure of Drug Test Information, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records.

RETENTION: 5 anniversary years after final action.

DRUG TEST EQUIPMENT RECORDS

Item #261

This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. The series may include, but is not limited to, equipment testing, maintenance and

repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."
RETENTION: 5 anniversary years.

DRUG TEST PROGRAM ADMINISTRATION RECORDS

Item #262

This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."

RETENTION: 5 anniversary years.

ELECTRONIC COMMUNICATIONS

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device.

Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

ELECTRONIC FUNDS TRANSFER RECORDS

Item #264

This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form that lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), *Florida Statutes*, Limitations other than for the recovery of real property.

RETENTION: 5 fiscal years after termination of service agreement/authorization.

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

Item #231

This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

RETENTION: Retain as long as software-dependent records are retained.

EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

Item #419

This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities, outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), *Florida Statutes*, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 5 fiscal years.

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN

Item #266

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five-year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency;

this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 3 anniversary years after plan expires.

EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS

Item #267

This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), *Florida Statutes*, Emergency Management, Registry of persons with special needs; notice; registration program, which requires that "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

Item #268

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public shelter space.

RETENTION: 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS

Item #265

This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. Applications may include the citizen's name, address, telephone number, medical disabilities, caretaker's name, and required accommodations. The series may also include supplemental documentation, such as notifications sent to accepted and denied clients, instructions for accepted clients, and related correspondence. See also "EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

RETENTION: 4 anniversary years.

EMPLOYEE ASSISTANCE PROGRAM RECORDS

Item #269

This record series documents services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to Section 112.0455(5)(m), *Florida Statutes*, for definition of "Employee assistance program," and Section 110.1091(2), *Florida Statutes*, Employee assistance programs; public records exemption.

RETENTION: 2 anniversary years after final action.

EMPLOYEE CONDUCT COUNSELING RECORDS

Item #206

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 1 anniversary year after final action.

EMPLOYMENT APPLICATION AND SELECTION RECORDS

Item #24

This record series consists of all records that document the selection process and justify the selection decision, including, but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. **Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.** See Sections 110.211 and 110.213, *Florida Statutes*, governing recruitment and selection in state employment; Section 760.11, *Florida Statutes*, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rules 60L-29 through 60L-40, *Florida Administrative Code*, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

RETENTION: 4 anniversary years after personnel action provided any litigation is resolved.

EMPLOYMENT APPLICATIONS: UNSOLICITED

Item #400

This record series consists of employment application records submitted by individuals not responding to a particular job announcement or vacancy. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS

Item #343

This record series consists of records relating to nonexpendable property acquired under federal employment assistance programs, such as the Workforce Investment Act (WIA), or predecessor programs, such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). Nonexpendable property is property that is not consumed in use and that retains its original identity during the period of use.

RETENTION: 3 fiscal years after final disposition of property.

EMPLOYMENT ASSISTANCE PROGRAM RECORDS

Item #113

This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). The series may include, but is not limited to, reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation.

RETENTION: 5 fiscal years after final report.

EMPLOYMENT ELIGIBILITY VERIFICATION FORMS

Item #420

This record series consists of Employment Eligibility Verification Forms (I-9) that contain information used by employers to “verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States” (USCIS Form I-9). Retention is pursuant to 8 USC 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.

RETENTION: 3 anniversary years after the date of the hire or one anniversary year after the date the individual's employment is terminated, whichever is later.

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

Item #20

This record series consists of reports and other documentation detailing funds that have been encumbered, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.

RETENTION: 3 fiscal years.

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

Item #211

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also “DONATION RECORDS.” *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ENERGY CONSUMPTION AND COST REPORTING RECORDS

Item #401

This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.

RETENTION: 1 fiscal year from report date.

ENGINEERING RECORDS: INFRASTRUCTURE

Item #344

This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also “ARCHITECTURAL/BUILDING PLANS: COMMERCIAL,” “ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS,” “ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL,” and “SUBDIVISION PLANS.”

RETENTION: Retain for life of structure/element.

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

Item #167

This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental

resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, National Environmental Policy Act technical reports and studies, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.
RETENTION: 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

Item #103

This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

RETENTION: 4 anniversary years after final action.

EQUIPMENT REFERENCE FILES

Item #223

This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, warranties and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EQUIPMENT/VEHICLE MAINTENANCE RECORDS

Item #104

This record series documents service, maintenance and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION: 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair, whichever occurs first.

EQUIPMENT/VEHICLE USAGE RECORDS

Item #224

This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION: 1 calendar year.

EXPENDITURE PLANS: CAPITAL IMPROVEMENT

Item #208

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. ***These records may have archival value.***

RETENTION: 50 anniversary years. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

EXPOSURE RECORDS

Item #227

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees material safety data sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to employee exposure and medical records, and 29CFR1910.1030, Bloodborne pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 30 anniversary years.

FACILITY RESERVATION/RENTAL RECORDS

Item #270

This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, recreational vehicle/camper hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, payment information, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the

desired arrangement of tables or chairs as requested by the renter. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION: 5 fiscal years.

FALSE ALARM RECORDS

Item #345

This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.

RETENTION: 5 fiscal years.

FEASIBILITY STUDY RECORDS

Item #106

This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas that are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the "Project Files" items or other applicable item. **These records may have archival value.**

RETENTION: 3 fiscal years after completion of study. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

Item #157

This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.

RETENTION: 4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.

FEE/SERVICE SCHEDULES

Item #271

This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.

RETENTION: 5 fiscal years after obsolete or superseded.

FINAL ORDERS RECORDS: INDEXED OR LISTED

Item #67

This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), *Florida Statutes*, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, *Florida Statutes*. Agency orders that must be indexed per Section 120.53(1)(a)2.c, *Florida Statutes*, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*; those rendered pursuant to Section 120.57(4), *Florida Statutes*, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), *Florida Statutes*, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, *Florida Statutes*, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." Permanent retention is pursuant to Section 119.021(3), *Florida Statutes*, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, Florida Statutes, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

RETENTION: Permanent.

FINAL ORDERS RECORDS: NOT INDEXED OR LISTED

Item #421

This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), *Florida Statutes*. These final orders are those that are **not** declaratory statements and are **not** resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials

explicitly adopted in it. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, Florida Statutes, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

Item #396

This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED" and "LITIGATION CASE FILES."

RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINANCIAL ACCOUNT AUTHORIZATION RECORDS

Item #84

This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

RETENTION: 5 fiscal years after authorization superseded, expired, or canceled.

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

Item #346

This record series consists of personal financial information submitted to a local governing body by individuals hired, elected or appointed to local government office. The statements indicate such information as financial status, source(s) of income or other related information. ***These records may have archival value.***

RETENTION: 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FINANCIAL HISTORY SUMMARY RECORDS

Item #347

This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.

RETENTION: Permanent.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

Item #107

This record series consists of local government annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.550, 10.800 and 10.850 of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. The series includes the reporting local government agency's copy as well as the copy received by the official filing agency. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

RETENTION: 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

Item #108

This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS."

RETENTION: 5 fiscal years.

FINANCIAL TRANSACTION RECORDS: DETAIL

Item #435

This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement

ledgers, journal transactions, expenditure detail reports, refund records, cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. **NOTE:** Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "FINANCIAL TRANSACTION RECORDS: SUMMARY."

RETENTION: 5 fiscal years after transaction completed.

FINANCIAL TRANSACTION RECORDS: SUMMARY

Item #436

This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: 10 fiscal years.

FOOD SERVICE ESTABLISHMENT LICENSE RECORDS

Item #402

This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, *Florida Statutes*, Food service protection, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. Records may include, but are not limited to, license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.

RETENTION: 5 fiscal years after expiration, suspension or revocation of license.

FUEL TAX REPORTS

Item #213

This record series consists of fuel tax reports submitted to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Aviation Fuels, Pollutants And Natural Gas Fuel.

RETENTION: 3 fiscal years.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS

Item #381

This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE

Item #382

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and that are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."

RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

Item #383

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an

agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA

Item #384

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GRANT FILES

Item #422

This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative and financial reports submitted by recipient agencies; and supporting documentation. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." ***These records may have archival value.***

RETENTION: 5 fiscal years after completion of grant cycle or project, whichever is applicable. ***State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies should ensure appropriate preservation of records determined to have long-term historical value.***

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

Item #349

This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. **NOTE: For unfunded applications held by grantor agencies, use "GRANT FILES."** See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION: 1 anniversary year after receipt of denial notification.

GRIEVANCE FILES

Item #110

This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), *Florida Statutes*, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

RETENTION: 3 fiscal years after settlement.

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE

Item #350

This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation or chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to employee exposure and medical records; and 29CFR1910.1030, Bloodborne pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.

RETENTION: 30 years after any manner of separation or termination of employment.

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS

Item #324

This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103, Definitions). Per 45CFR164.105(a)(2)(iii)(C), Implementation specifications, Responsibilities of the covered entity, "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Retention is pursuant to 45CFR164.105(c)(2), Standard: Documentation, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS

Item #325

This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), 45CFR164 Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b), Policies and procedures and documentation requirements. Retention is pursuant to 45CFR164.316(b)(2), Implementation specifications. See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

HISTORICAL DESIGNATION RECORDS

Item #423

This record series documents the historic designation of buildings, structures, sites or districts, including improvements, interiors and landscape features that are significant in the historical, architectural, cultural, aesthetic or archeological heritage of the state or local community. The series may include, but is not limited to, applications, descriptive property information, photographs, land sketches, staff analyses, evaluations and recommendations by reviewing authorities, designation reports, certificates of appropriateness, records of local Historical Preservation Boards regarding the historic designations, and other related documentation. These records have historical value.

RETENTION: Permanent.

HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE

Item #273

This record series consists of applications submitted by citizens who ultimately do not participate in the housing program. These applications have no activity on them and the individual has expressed no continuing interest in the program. The applications may become inactive because of changes in the eligibility requirements, lack of interest, inability to locate a home or to secure financing, relocation of applicant, or a failure to update the application by a given deadline. See also "HOUSING FINANCE ASSISTANCE RECORDS."

RETENTION: 4 fiscal years after last activity.

HOUSING FINANCE ASSISTANCE RECORDS

Item #274

This record series consists of records documenting housing finance assistance to low to moderate income households. The series may include, but is not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead based paint and radon records; housing agreements; income verifications; proofs of age or handicap; and other records as required by state/federal governments for public housing/housing finance assistance. Records relate to programs such as State Housing Initiatives Partnership (SHIP), governed by Section 420.907-9079, *Florida Statutes*, State Housing Initiatives Partnership, and Rule 67-37, *Florida Administrative Code*, State Housing Initiatives Partnership Program; HOME Investment Partnership Program, governed by Section 420.5089, *Florida Statutes*, HOME Investment Partnership Program, HOME Investment Partnership Fund, Rule 67-48.014-022, *Florida Administrative Code*, relating to the Home Investment Partnerships Program, and 24CFR, Part 92, Home Investment Partnerships Program; and other state or U.S. Department of Housing and Urban Development (HUD) programs. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."

RETENTION: 5 fiscal years after termination of rental agreement, funds expended and accounted for, and/or satisfaction of loans, whichever is the latest applicable event.

INCIDENT REPORT FILES

Item #241

This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "INJURY/ILLNESS RECORDS."

RETENTION: 4 anniversary years from date of incident.

INFORMATION REQUEST RECORDS

Item #23

This record series consists of correspondence and supporting documentation accumulated in answering inquiries from the public. The series may include requests for: inspection and/or copies of public records (public records requests), publications or services provided by the agency, confirmation of meeting or event times/dates/locations, information on outstanding liens, and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).

RETENTION: 1 fiscal year.

INJURY/ILLNESS RECORDS

Item #188

This record series consists of investigations, logs and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item. For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses, Retention and updating. See also "INCIDENT REPORT FILES."

RETENTION: 5 calendar years.

INSPECTION/MAINTENANCE RECORDS: BRIDGE

Item #276

This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.

RETENTION: Retain for life of structure.

INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

Item #193

This record series consists of inspection reports, logs and summaries relating to the safety, health and security of employees, equipment, materials and facilities. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "DISASTER PREPAREDNESS DRILL RECORDS."

RETENTION: 4 calendar years after inspection.

INSPECTION REPORTS: FIRE EXTINGUISHER

Item #219

This record series consists of annual fire extinguisher inspection reports required by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(e)(3), Portable fire extinguishers, Inspection, maintenance and testing.

RETENTION: 1 anniversary year or life of equipment, whichever is sooner.

INSPECTOR'S ROUTE SHEETS: DAILY

Item #277

This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. **NOTE:** This record may also be part of the building permit records. See also "PERMITS: BUILDING."

RETENTION: 3 fiscal years.

INSURANCE RECORDS: AGENCY

Item #111

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

RETENTION: 5 fiscal years after final disposition of claim or expiration of policy.

INTELLECTUAL PROPERTY RECORDS

Item #437

This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.

RETENTION: Permanent.

INVENTORY: AGENCY PROPERTY

Item #40

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

RETENTION: 3 fiscal years.

INVENTORY: AGENCY RECORDS

Item #319

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may also include documentation of transmittal of records to an offsite storage facility. See also "RECORDS RETRIEVAL/REFERENCE RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

INVESTIGATIVE RECORDS: INSPECTOR GENERAL

Item #351

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

RETENTION: 5 anniversary years after final action.

INVESTMENT RECORDS

Item #278

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. ***These records may have archival value.***

RETENTION: 10 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES

Item #352

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS

Item #403

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: 20 anniversary years after project denied or abandoned. ***State agencies should contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS **Item #404**

This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are *not* brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." *These records may have archival value.*

RETENTION: 10 anniversary years. *State agencies should contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS **Item #353**

This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecasts, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED," "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)," "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS" and "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

LEGISLATION RECORDS **Item #119**

This record series documents the development or review of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. *These records may have archival value.*

RETENTION: Retain until obsolete, superseded, or administrative value is lost. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

LICENSES: CERTIFICATE OF COMPETENCY RECORDS **Item #253**

This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

RETENTION: 3 fiscal years after the file is closed due to non-renewal and/or revocation of license.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) **Item #254**

This record series consists of a "certificate of competency" license for a temporary licensed contractor applying for a current certificate of competency issued by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

RETENTION: 1 anniversary year after expiration, revocation, or denial of license.

LIEN DOCUMENTATION FILES

Item #405

This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.

RETENTION: 5 fiscal years after satisfaction of lien.

LITIGATION CASE FILES

Item #27

This record series consists of legal documents, notes, reports, background material, summonses and other related records created or received in preparing for or engaging in litigation of legal disputes. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "OPINIONS: LEGAL" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

RETENTION: 5 anniversary years after case closed or appeal process expired.

LOBBYIST REGISTRATION RECORDS

Item #387

This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity records, expense reports, and correspondence.

RETENTION: 5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.

LOCAL GOVERNMENT MILEAGE REPORTS

Item #390

This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, *Florida Statutes*, County and municipal transportation program data, to provide mileage data as part of their annual financial reporting responsibilities. The report provides the number of miles of paved and unpaved roads within the local government's jurisdiction.

RETENTION: 5 fiscal years.

LOST AND FOUND RECORDS

Item #354

This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.

RETENTION: 3 fiscal years.

MAIL: REGISTERED AND CERTIFIED

Item #47

This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION: 1 fiscal year.

MAIL: UNDELIVERABLE/RETURNED

Item #1

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc., or abandoned at a mail/document pickup station by a defunct addressee. It does NOT include returned registered or certified mailings. **NOTE:** In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MAILING/CONTACT LISTS

Item #29

This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, *Florida Statutes*, Purging of publication mailing lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MANAGEMENT SURVEYS/STUDIES: INTERNAL

Item #30

This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not include reports prepared by consultants. The final compilation of the data may be produced as a report, which may be scheduled

under a different record series depending on the nature and depth of the survey/study (for instance, "FEASIBILITY STUDY RECORDS," "OPERATIONAL AND STATISTICAL REPORT RECORDS," or "PROJECT FILES" items).

RETENTION: 1 calendar year after completion of data collection or release of report, whichever is later.

MAPS: ORIGINALS

Item #280

This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of Court under *Florida Statutes* Section 177.111, Instructions for filing plat; Section 177.131, Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps; Section 177.132, Preservation of unrecorded maps; or Section 337.2735, Recording of municipal maps of reservation for transportation corridors and transportation facilities; or with the State Land Office under Section 253.031, Land office; custody of documents concerning land; moneys; plats. See also "SUBDIVISION PLANS."

RETENTION: Permanent.

MEDICAL RECORDS

Item #212

This record series documents routine health examinations *not* required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be covered by the applicable PERSONNEL RECORDS item. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 5 calendar years.

MEDICAL RECORDS: VETERAN SERVICES

Item #311

This record series consists of duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans. The series may also include related supporting documentation.

RETENTION: 7 fiscal years after last discharge or last entry.

MICROGRAPHICS: QUALITY CONTROL RECORDS

Item #282

This record series consists of test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), *Florida Administrative Code*. The series may also include related supporting documentation.

RETENTION: Permanent.

MINORITY APPOINTMENT REPORTING RECORDS

Item #406

This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, *Florida Statutes*, Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.

RETENTION: 4 anniversary years.

MINUTES: OFFICIAL MEETINGS

Item #32

This record series consists of the official record of official meetings, defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, as "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." *These records may have archival value.*

RETENTION: Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

Item #4

This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. See also "MINUTES: OFFICIAL

MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS) **Item #424**

This record series consists of the official record of official meetings of special districts **established by local ordinance or resolution**, of agency citizen support organizations or direct support organizations, or of agency advisory boards that do not establish policy, rules or guidelines. Official meetings are defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, as "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings, such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." **These records may have archival value.**

RETENTION: 10 anniversary years. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) **Item #123**

This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OTHER MEETINGS."

RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OTHER MEETINGS **Item #33**

This record series consists of minutes and all supporting documentation from meetings that are not official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. **These records may have archival value.**

RETENTION: 1 anniversary year after date of meeting. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

MOSQUITO CONTROL RECORDS **Item #425**

This record series documents treatment, inspection, testing, tracking and other activities involved in the process of mosquito control. The series may include, but is not limited to, activity reports, treatment records, global positioning satellite tracking data from inspections and/or treatments, resistance testing, mosquito counts and identification records, equipment calibration records, chemical inventory logs, and correspondence. Do NOT use this item if records fall under a more appropriate retention schedule item such as "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY," "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT," "ENVIRONMENTAL REGULATION COMPLIANCE RECORDS" or other applicable item(s).

RETENTION: 5 fiscal years.

MUNICIPAL COURT DOCKET RECORDS **Item #323**

This record series consists of records docketing municipal court cases at any time until the elimination of municipal courts in 1975. Information typically includes individual's name, case number, charge, date, plea, verdict and fine. There is no additional accumulation of these records; no audit requirements; no felony cases; and no legal, fiscal, administrative or historical value.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM **Item #355**

This series consists of records relating to the Federal Emergency Management Administration's voluntary Community Rating System (CRS) program, an incentive program allowing for discounted flood insurance rates for communities that

exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION: Retain for duration of participation in program.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS **Item #356**

This series consists of records documenting federally funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c, Mitigation Assistance, and 4104d, National Flood Mitigation Fund. See 44CFR, Emergency Management and Assistance.

RETENTION: Permanent.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS **Item #357**

This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION: Permanent.

NEWS RELEASES **Item #34**

This record series consists of news releases distributed by the agency. See also "PUBLIC INFORMATION FILES," "PUBLICATION PRODUCTION RECORDS" and "TRANSITORY MESSAGES." *These records may have archival value.*

RETENTION: 90 days. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

NOISE EXPOSURE MEASUREMENT RECORDS **Item #283**

This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping - Record Retention. For audiometric test records, use the applicable PERSONNEL RECORDS item pursuant to 29CFR1910.95(m)(3)(ii).

RETENTION: 2 anniversary years.

OPERATIONAL AND STATISTICAL REPORT RECORDS **Item #124**

This record series consists of narrative and statistical reports of office operations made within and between agency departments. The reports may be periodic (daily, weekly, monthly, semi-annual, annual, etc.) or done on an ad hoc basis. The series may also include activity reports demonstrating the productivity of individual employees or the work tasks completed for a period of time (daily, weekly, hourly, etc.). These are internal agency reports used by management to monitor or improve agency administration or for reference purposes when developing broader agency reports. These are not official annual reports that each agency is required to submit to its governing authority. See also "MANAGEMENT SURVEYS/STUDIES: INTERNAL" and "PROJECT FILES" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

OPINIONS: LEGAL **Item #26**

This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency's functions, responsibilities, and authority. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

Item #125

This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." *These records may have archival value.*

RETENTION: 3 fiscal years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

ORDINANCES

Item #228

This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, Procedures for adoption of ordinances and resolutions, defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ORDINANCES: SUPPORTING DOCUMENTS

Item #229

This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, and other supporting documentation. See also "ORDINANCES." *These records may have archival value.*

RETENTION: 5 anniversary years after adoption of ordinance. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

ORGANIZATION CHARTS

Item #126

This record series consists of organizational charts that show lines of authority and responsibility agency wide, within and between the various departments of the agency. See also "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

RETENTION: Retain until obsolete, superseded, or administrative value is lost. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

PARKING DECAL/PERMIT RECORDS: EMPLOYEES

Item #127

This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."

RETENTION: 2 fiscal years after expiration or cancellation of parking privileges.

PASSPORT RECORDS: DAILY

Item #407

This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.

RETENTION: 5 fiscal years.

PAYMENT CARD SENSITIVE AUTHENTICATION DATA

Item #395

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 3.1, April 2015 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.

RETENTION: Destroy immediately upon completion of transaction.

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

Item #385

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

RETENTION: 5 fiscal years after file becomes inactive.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

Item #129

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care or other purposes. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

RETENTION: 5 fiscal years after final action.

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS

Item #183

This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

PAYROLL RECORDS: NOT POSTED

Item #214

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 50 calendar years.

PAYROLL RECORDS: POSTED

Item #35

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

PAYROLL RECORDS: SUPPORTING DOCUMENTS

Item #195

This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

PENSION RECORDS: PLAN/FUND

Item #358

This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

RETENTION: 5 fiscal years.

PENSION RECORDS: RETIREES

Item #359

This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years after final payment.

PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

Item #408

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.

RETENTION: 5 fiscal years after release, return or expiration of bond.

PERMITS: BUILDING

Item #286

This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See *Florida Statutes* Chapter 125, County Government, Chapter 166, Municipalities, regarding local government permitting authority; Section 553.79, Permits; applications; issuance; inspections; and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

RETENTION: 10 anniversary years.

PERMITS: CONFINED SPACE ENTRY

Item #284

This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

RETENTION: 1 anniversary year after cancellation of permit.

PERMITS: MINING (LOCAL GOVERNMENT)

Item #287

This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities. The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.

RETENTION: 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.

PERMITS: SIGNS (LOCAL GOVERNMENT)

Item #288

This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes*, Outdoor Advertising (see especially Section 479.07, *Florida Statutes*, Sign permits). Included in this series are the applications and supporting documents.

RETENTION: 3 fiscal years.

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

Item #19

This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Section 110.201, *Florida Statutes*, Personnel rules, records, and reports, and Rule 60L-30, *Florida Administrative Code*, Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 25 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) Item #162

This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 50 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT Item #66

This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 3 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION Item #378

This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 5 fiscal years.

PETTY CASH DOCUMENTATION RECORDS Item #202

This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: 5 fiscal years.

POSITION DESCRIPTION RECORDS Item #38

This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."

RETENTION: 2 anniversary years after obsolete or superseded.

POSTAGE/SHIPPING RECORDS Item #133

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."

RETENTION: 3 fiscal years.

PROBATION RECORDS Item #320

This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with the Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies

regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).

RETENTION: 5 calendar years after case closed.

PROCLAMATIONS

Item #142

This record series consists of a governing body's officially issued proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring "Water Conservation Month," "Law Enforcement Appreciation Week," or "Emancipation Proclamation Day." The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support. See also "CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: 2 calendar years after date of issuance. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

PROJECT FILES: CAPITAL IMPROVEMENT

Item #136

This record series documents work done on capital improvement projects and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 10 fiscal years after completion or termination of project.

PROJECT FILES: FEDERAL

Item #137

This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable federal agency and the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: NON-CAPITAL IMPROVEMENT

Item #138

This record series documents work done on projects and/or project proposals that may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: OPERATIONAL

Item #291

This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.

RETENTION: 3 fiscal years after completion or termination of project.

PROMOTION/TRANSFER REQUEST RECORDS

Item #139

This record series documents employee requests for transfer or promotion within the agency. The series may include, but is not limited to, requests for promotion or transfer, copies of employment applications, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

RETENTION: 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.

PROPERTY CONTROL RECORDS

Item #222

This record series documents all agency property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated,

transferred, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."

RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.

PROPERTY TRANSFER RECORDS

Item #41

This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."

RETENTION: 1 fiscal year provided an updated physical inventory has been completed.

PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

Item #426

This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS" and "HIPAA" items.

RETENTION: 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later.

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

Item #328

This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b), Accounting of disclosures of protected health information, Implementation specifications: Content of the accounting, and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a), Accounting of disclosures of protected health information, Standard: Right to an accounting of disclosures of protected health information (specifically subsections (1) and (3)). See also "PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS" and "HIPAA" items.

RETENTION: 6 anniversary years from date of disclosure.

PUBLIC DEPOSITOR ANNUAL REPORT RECORDS

Item #389

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009 or equivalent Department of Financial Services form or predecessor form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. This series may also include documentation of authorization to execute this report. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

RETENTION: 5 fiscal years.

PUBLIC INFORMATION FILES

Item #128

This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, social media involvement and other activities. The series may include, but is not limited to, speeches (including outlines, speaking points and drafts), photographs or other illustrations used in agency publications or displays, applicable social media posts, and examples of brochures, handouts, or other items meant for public distribution. **NOTE:** Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS."

These records may have archival value.

RETENTION: 90 days. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

PUBLIC PROGRAM/EVENT RECORDS

Item #238

This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events the public can

participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and completed registration forms providing such information as registrant's name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release and liability release. The series may also include other documentation, such as sign in/out forms, parent/guardian authorizations and other related records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency.

RETENTION: 5 fiscal years after completion of contract or program/event, whichever is later.

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

Item #392

This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under *Florida Statutes* Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

RETENTION: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

PUBLICATION PRODUCTION RECORDS

Item #198

This record series consists of records used to generate publications such as catalogs, pamphlets, leaflets, and other media items. The series may include, but is not limited to, rough, blue lined, camera-ready, and final copies, as well as illustrations (e.g., cropped photographs). See also "NEWS RELEASES" and "PUBLIC INFORMATION FILES."

RETENTION: Retain until receipt of final, published copy or cancellation of publication project.

PURCHASING RECORDS

Item #42

This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, copies of receiving reports, and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

RADIO LOGS

Item #292

This record series consists of a log recording such information as the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION: 1 fiscal year.

RAIN CHECKS

Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide such information as date rain check was issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION: 3 fiscal years.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned. The series may include, but is not limited to, demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION: 5 anniversary years after final action.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include, but is not limited to, agency property deeds, appraisals, surveys, copies of building plans or blueprints, records of sale or other disposition of the property, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION: 3 fiscal years after termination of agency's ownership of the real property.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include, but is not limited to, appraisals, surveys and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION: 3 fiscal years.

RECORDS DISPOSITION DOCUMENTATION

Item #45

This record series documents the agency's disposition of its public records. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION: Permanent.

RECORDS MANAGEMENT COMPLIANCE STATEMENTS

Item #322

This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-compliance with Florida's public records management statutes and *Florida Administrative Code* rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), *Florida Administrative Code*, which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION: 1 fiscal year.

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

Item #68

This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), *Florida Administrative Code*, Section 119.021(2)(a), *Florida Statutes*, and Section 257.36(6), *Florida Statutes*. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."

RETENTION: Permanent.

RECORDS RETRIEVAL/REFERENCE RECORDS

Item #295

This record series documents the retrieval and refile of records stored in a records management or archival facility. The series may include, but is not limited to, reference or retrieval requests/work orders, refile requests/work orders, and pull slips and/or "out cards." The records may indicate such information as name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refiled and by whom; whether anything was missing; and any additional information.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)

Item #427

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances not requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 1 anniversary year after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

Item #428

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private

property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

RESOLUTIONS

Item #297

This record series consists of formal expressions of opinion, intention or decision by a governing body concerning administrative matters before the governing body or relating to the governing body's areas of responsibility. See also "RESOLUTIONS: SUPPORTING DOCUMENTS," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS

Item #429

This record series consists of formal expressions of opinion, intention or decision by a special district *established by local ordinance or resolution*, agency support organization or non-policy advisory board concerning administrative matters before that body or relating to its area of responsibility. *These records may have archival value.*

RETENTION: 10 anniversary years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

RESOLUTIONS: SUPPORTING DOCUMENTS

Item #143

This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include, but is not limited to, correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/PROCEDURES" and "RESOLUTIONS."

RETENTION: 3 calendar years after date of resolution.

RESPIRATOR FIT TESTING RECORDS

Item #298

This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators in "any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1), Respiratory protection program). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.

RETENTION: Retain until the next fit test is administered OR 4 anniversary years after any manner of separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

REVENUE SHARING APPLICATIONS

Item #388

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972. The Department of Revenue no longer requires annual submission of this application.

RETENTION: 5 fiscal years.

RIGHT-OF-WAY PERMIT RECORDS

Item #430

This record series consists of permits issued for construction in or use of the right of way. Uses for which permits may be issued for include, but are not limited to, performance of construction or installation of underground electric, gas, cable television, or telephone lines and other long term or permanent usage of the right of way, or temporary placement of heavy equipment for construction or building maintenance and temporary commercial dumpsters. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; copy of the permit; inspection report; start work notice; and other related documentation.

RETENTION: 5 fiscal years **or** as long as right of way is being used for permitted purpose, whichever is longer.

RULE DEVELOPMENT FILES

Item #367

This record series documents the development and approval process for *Florida Administrative Code* rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; *Florida Administrative Register* or *Florida Administrative Weekly* notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the *Florida Administrative Code*. Retention is pursuant to Section 120.54(8), *Florida Statutes*.

RETENTION: Retain as long as rule is in effect.

RULE REPORTING FILES

Item #431

This record series consists of agency reports to the Legislature documenting the agency's review and revision of their *Florida Administrative Code* rules and identifying rules they propose to adopt in the next fiscal year. Reports are required by Section 120.74, *Florida Statutes*, Agency review, revision, and report.

RETENTION: 10 fiscal years.

SALARY COMPARISON REPORTS

Item #49

This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." ***These records may have archival value.***

RETENTION: 1 fiscal year. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SALARY SCHEDULES

Item #240

This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." ***These records may have archival value.***

RETENTION: 10 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SALES/USE/LOCAL OPTION TAX RECORDS

Item #368

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.

RETENTION: 5 fiscal years.

SECURITY BREACH NOTICE RECORDS

Item #432

This records series consists of security breach notices submitted to the Florida Department of Legal Affairs as required by Section 501.171(3)(a), *Florida Statutes*, Security of confidential personal information. The series provides such information as a synopsis of the events surrounding the breach; the number of individuals affected by the breach; any services being offered related to the breach; a copy of the notice sent to affected individuals; copies of police reports; copies of policies in place regarding breaches; and steps that have been taken to rectify the breach.

RETENTION: 5 fiscal years after date of determination that no identify theft or financial harm resulted from the breach **OR** 2 anniversary years after last payment in a transaction involved in a violation, whichever is later.

SECURITY SCREENING RECORDS

Item #369

This record series consists of records documenting security screenings/background checks conducted on individuals who are ***not employees or candidates for employment*** (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.

RETENTION: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

SIGNATURE AUTHORIZATION RECORDS

Item #300

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

RETENTION: 1 fiscal year after obsolete or superseded.

SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS

Item #411

This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.

RETENTION: 1 anniversary year after superseded or employee separates from employment.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

Item #144

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RETENTION: 4 calendar years after due date of tax.

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

Item #370

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal or improper acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

STAFF ADMINISTRATION RECORDS

Item #371

This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost, then *offer to personnel/human resources office before disposition.*

STORAGE TANK RECORDS

Item #412

This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

RETENTION: Retain for life of tank.

SUBDIVISION PLANS

Item #301

This record series consists of final and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS."

RETENTION: Permanent.

SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS

Item #433

This record series consists of preliminary construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS."

RETENTION: 10 anniversary years.

SUBJECT/REFERENCE FILES

Item #373

This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." **These records may have archival value.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

SUBPOENAS

Item #374

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony. **Do NOT use this item if records fall under a more appropriate retention schedule item requiring a longer retention**, such as LITIGATION CASE FILES for cases in which the agency is a party.

RETENTION: 1 anniversary year after compliance date specified in subpoena.

SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS

Item #386

This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

SURVEILLANCE RECORDINGS

Item #302

This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings; public property (including in public vehicles such as school buses and municipal buses); public roadways such as intersections monitored by red light cameras; and broad views created via aerial surveillance such as from drones or helicopters. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the *General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners*.

RETENTION: 30 days.

SURVEYS: AERIAL

Item #303

This record series consists of aerial survey records including, but not limited to, negatives, prints, and supporting documentation.

RETENTION: Permanent.

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

Item #304

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RETENTION: 5 fiscal years.

TELEPHONE CALL RECORDS

Item #28

This record series consists of logs or other documentation of telephone calls (landline or cellular) or facsimile transmissions (faxes) maintained in order to reconcile with telephone service bills/invoices or for general office administration purposes. The series does not include telephone messages.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TOURIST DEVELOPMENT TAX COLLECTION RECORDS

Item #305

This record series documents the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months

or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years.

TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS

Item #413

This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years after account no longer active.

TRAFFIC ACCIDENT REPORTS

Item #306

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RETENTION: 4 calendar years.

TRAINING MATERIAL RECORDS

Item #147

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements.

This record series does not include records documenting training of individuals. ***These records may have archival value.***

RETENTION: Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

TRANSITORY MESSAGES

Item #146

This record series consists of records that are created primarily to communicate information of short-term value.

“Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TRAVEL RECORDS

Item #52

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also “FINANCIAL TRANSACTION RECORDS: DETAIL.”

RETENTION: 5 fiscal years.

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES

Item #375

This series documents each local taxing authority’s compliance with Florida’s Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.

RETENTION: 5 fiscal years.

UNCLAIMED PROPERTY RECORDS

Item #309

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION: 5 anniversary years after the property becomes reportable.

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

Item #149

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."

RETENTION: 5 fiscal years.

VEHICLE ACCIDENT RECORDS

Item #78

This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION: 4 anniversary years.

VEHICLE LOCATOR RECORDS

Item #414

This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.

RETENTION: 30 days.

VEHICLE RECORDS

Item #154

This record series consists of records documenting each vehicle owned by the agency including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION: 1 anniversary year after disposition of vehicle.

VENDOR FILES

Item #97

This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.

RETENTION: 3 fiscal years.

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

Item #243

This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

RETENTION: 90 days.

VISITOR/ENTRY RECORDS

Item #54

This record series consists of logs or other records documenting visitors' and employees' entry into an agency's building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

RETENTION: 30 days.

VOUCHERS: FEDERAL PROJECTS PAID

Item #156

This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

RETENTION: 5 fiscal years after completion or termination of project.

WHISTLE BLOWER INVESTIGATIVE RECORDS

Item #376

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency or by the agency official authorized to conduct such an investigation. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." ***These records may have archival value.***

RETENTION: 5 anniversary years after case closed or conclusion of any litigation that may ensue. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

WORK ORDERS

Item #141

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order may include such information as dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. For record copies of payment information, use "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION: 3 fiscal years.

WORK SCHEDULES

Item #289

This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

RETENTION: 1 fiscal year after obsolete or superseded.

WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

Item #55

This record series documents employers' efforts to comply with workers' compensation reporting laws and rules. The series may include, but is not limited to, proof of coverage; self-insured reports; first report of injury or illness forms and associated documentation; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY/ILLNESS RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item.

RETENTION: 5 calendar years.

ZONING VARIANCE RECORDS

Item #312

This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

RETENTION: Permanent.

911 COMMUNICATIONS RECORDS

Item #434

This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 RECORDS: LOGS."

RETENTION: 30 days.

911 RECORDS: LOGS

Item #377

This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system, such as the Automatic Number Indicator System (ANI). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place to ensure records are retained as long as necessary for these purposes. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 COMMUNICATIONS RECORDS."

RETENTION: 1 anniversary year after call received.

CROSS-REFERENCE

ACCESSION RECORDS: LIBRARY

use GS15 for Public Libraries

or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

ACCIDENT RECORDS

use VEHICLE ACCIDENT RECORDS

ACCOUNTS PAYABLE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY

use FINANCIAL TRANSACTION RECORDS: SUMMARY

ACCOUNTS RECEIVABLE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

ACQUISITION RECORDS: LIBRARY

use GS15 for Public Libraries

or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

ACTIVITY REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

AD VALOREM TAX RECORDS

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS

use ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

AERIAL SURVEYS

use SURVEYS: AERIAL

AGENDAS

use MINUTES: OFFICIAL MEETINGS

AGREEMENTS: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

AGREEMENTS: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

AMENDMENTS

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

*****CROSS-REFERENCE*****

ANNUAL BUDGETS

use BUDGET RECORDS: APPROVED ANNUAL BUDGET
or BUDGET RECORDS: SUPPORTING DOCUMENTS

ANNUAL FINANCIAL REPORTS

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS
or FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

ANNUAL LEDGERS

use FINANCIAL HISTORY SUMMARY RECORDS

APPLICATIONS: EMPLOYMENT (NOT HIRED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

APPLICATIONS: LIBRARY CARDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

APPLICATIONS FOR REVENUE SHARING

use REVENUE SHARING APPLICATIONS

APPRAISALS: LAND (NOT PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

APPRAISALS: LAND (PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS

use ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

ATTENDANCE RECORDS: LEAVE

use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX

use ATTENDANCE AND LEAVE RECORDS

AUDIO RECORDINGS OF OFFICIAL MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

AUTOPSY/MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BACKGROUND/SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS: NON-EMPLOYEES for non-employees

BAD CHECK RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BALANCE SHEETS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS

use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK STATEMENTS: RECONCILIATIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL

*****CROSS-REFERENCE*****

- BANK/FINANCIAL ACCOUNT STATEMENTS
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- BARGAINING RECORDS: SUPPORTING DOCUMENTS
 - use BARGAINING RECORDS
- BEQUESTS
 - use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS
- BIOGRAPHICAL FILES
 - use STAFF ADMINISTRATION RECORDS
- BOND ADMINISTRATION RECORDS
 - use BOND FINANCING ADMINSTRATIVE RECORDS
- BOND REGISTERS
 - use BOND FINANCING ADMINSTRATIVE RECORDS
- BONDS AND BOND INTEREST COUPONS
 - use BOND FINANCING ADMINSTRATIVE RECORDS
- BONDS, PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS
 - use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS
- BONUS RECORDS: PEER REVIEW EVALUATIONS
 - use BONUS/AWARD RECORDS: EMPLOYEES
- BREATH ALCOHOL RECORDS
 - use DRUG TEST CASE FILES
 - or PERSONNEL RECORDS
- BRIDGE INSPECTION RECORDS
 - use INSPECTION/MAINTENANCE RECORDS: BRIDGE
- BUDGET TRANSFER FORMS
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- BUILDING CODE BOARD ADJUSTMENT HEARING CASE FILES
 - use ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)
 - or ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)
- BUILDING CODE BOARD AGENDAS
 - use MINUTES: OFFICIAL MEETINGS
- BUILDING PERMIT APPLICATIONS
 - use PERMITS: BUILDING
 - or ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN
- BUILDING PERMITS
 - use PERMITS: BUILDING
- BUILDING PLANS: COMMERCIAL
 - use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL
- BUILDING PLANS: RESIDENTIAL
 - use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL
- MINORITY BUSINESS CERTIFICATION CASE FILES
 - use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS
- BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES
 - use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

BYLAWS

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CAFETERIA/FLEXIBLE SPENDING PLAN: ENROLLMENTS AND CLAIMS

use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

CAPITAL EXPENDITURE PLANS

use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT AGREEMENTS/CONTRACTS/LEASES

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CAPITAL IMPROVEMENT PROJECT FILES

use PROJECT FILES: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT SUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

CASH COLLECTION RECORDS: RECEIPT/REPORT

use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH COLLECTION RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH REGISTER TAPES

use FINANCIAL TRANSACTION RECORDS: DETAIL

CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS

use INFORMATION REQUEST RECORDS

CERTIFICATE OF COMPETENCY RECORDS

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

CERTIFICATION FORWARD DOCUMENTS

use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

CHECKS: CANCELED

use FINANCIAL TRANSACTION RECORDS: DETAIL

CHECKS: LOG

use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: REGISTERS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: STUBS

use FINANCIAL TRANSACTION RECORDS: DETAIL

CITIZEN COMPLAINTS

use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CLASS SPECIFICATION RECORDS

use POSITION DESCRIPTION RECORDS

CODE ENFORCEMENT BOARD CASE FILES

use CODE VIOLATION RECORDS: HEARING CASE FILES

- COMMERCIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL
- COMMERCIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: COMMERCIAL
- COMMODITY PROGRAM RECORDS
use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS
- COMMUNITY SERVICE ATTENDANCE RECORDS
use ATTENDANCE RECORDS: COMMUNITY SERVICE
- COMPLIANCE FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS
- COMPREHENSIVE ANNUAL FINANCIAL REPORTS (LOCAL GOVERNMENT)
use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS
- COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) RECORDS
use EMPLOYMENT ASSISTANCE PROGRAM RECORDS
- CONFINED SPACE PERMITS
use PERMITS: CONFINED SPACE ENTRY
- CONSTITUTIONS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS
- CONSUMER CERTIFICATE OF EXEMPTION (DR-14 FORM)
use FINANCIAL TRANSACTION RECORDS: DETAIL
- CONSUMER COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES
- CONTINUING EDUCATION RECORDS: IN-HOUSE
use PERSONNEL RECORDS
- CONTRACTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY
- CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY
- CONTRACTS: NON-CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT
- CONVENIENCE COPIES
use ADMINISTRATIVE CONVENIENCE RECORDS
- CONVEYANCE RECORDS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
- COPYRIGHT RECORDS
use INTELLECTUAL PROPERTY RECORDS
or COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION
- CORRESPONDENCE: ROUTINE
use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE
- COUNTY GOVERNMENT ANNUAL REPORTS
use ANNUAL REPORTS: COUNTY GOVERNMENT

*****CROSS-REFERENCE*****

- COURT ORDERED GARNISHMENT RECORDS
 - use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT
- CREDIT CARD SECURITY CODES
 - use PAYMENT CARD SENSITIVE AUTHENTICATION DATA
- CUSTOMER FILES
 - use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT or other applicable item
- DAILY ACTIVITY REPORTS
 - use OPERATIONAL AND STATISTICAL REPORT RECORDS
- DEDUCTION AUTHORIZATION RECORDS
 - use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS
- DEEDS: AGENCY PROPERTY
 - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
- DEPOSIT/WITHDRAWAL/TRANSFER SLIPS
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- DISASTER DRILL RECORDS
 - use DISASTER PREPAREDNESS DRILL RECORDS
- DISASTER PLANS
 - use DISASTER PREPAREDNESS PLANS
- DISASTER PREPAREDNESS PLAN REVIEW RECORDS
 - use EMERGENCY MANAGEMENT PLAN REVIEW RECORDS
- DISASTER PREPAREDNESS RECORDS: DRILLS
 - use DISASTER PREPAREDNESS DRILL RECORDS
- DISASTER PREPAREDNESS DRILLS
 - use DISASTER PREPAREDNESS DRILL RECORDS
- DISBURSEMENT RECORDS: DETAIL
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- DISBURSEMENT RECORDS: SUMMARY
 - use FINANCIAL TRANSACTION RECORDS: SUMMARY
- DISCIPLINARY CASE FILES
 - use DISCIPLINARY CASE FILES: EMPLOYEES
- DRUG TEST RECORDS
 - use DRUG TEST CASE FILES
- DRUG TEST RECORDS: EQUIPMENT
 - use DRUG TEST EQUIPMENT RECORDS
- DRUG TEST RECORDS: PROGRAM
 - use DRUG TEST PROGRAM ADMINISTRATION RECORDS
- DUPLICATES
 - unless otherwise specified, retention for duplicates is "Retain until obsolete, superseded, or administrative value is lost."
- EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS
 - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

- EEOC RECORDS/REPORTS
 - use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS
- EMERGENCY OPERATIONS RECORDS: APPLICATIONS
 - use EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS
- EMPLOYEE DISCIPLINARY CASE FILES
 - use DISCIPLINARY CASE FILES: EMPLOYEES
- EMPLOYEE PRE-COUNSELING RECORDS
 - use EMPLOYEE CONDUCT COUNSELING RECORDS
- EMPLOYMENT APPLICATIONS
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT ELIGIBILITY LIST
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT EXAMINATION RECORDS
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT VERIFICATION RECORDS
 - use VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT
- ENCUMBRANCE RECORDS
 - use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS
- ENVIRONMENTAL REGULATION RECORDS
 - use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS
- EQUIPMENT MAINTENANCE/USAGE RECORDS
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
 - or EQUIPMENT/VEHICLE USAGE RECORDS
- EQUIPMENT USAGE RECORDS
 - use EQUIPMENT/VEHICLE USAGE RECORDS
- EVENT RECORDS
 - use PUBLIC PROGRAM/EVENT RECORDS
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS
 - use FINANCIAL TRANSACTION RECORDS: SUMMARY
- EXPENDITURE REPORTS
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
 - or FINANCIAL TRANSACTION RECORDS: SUMMARY
- FACILITY RENTAL RECORDS
 - use FACILITY RESERVATION/RENTAL RECORDS
- FAMILY AND MEDICAL LEAVE ACT ATTENDANCE RECORDS
 - use ATTENDANCE AND LEAVE RECORDS
- FEDERAL PROJECT FILES
 - use PROJECT FILES: FEDERAL
- FEDERAL PROJECT PAID VOUCHERS
 - use VOUCHERS: FEDERAL PROJECTS PAID

*****CROSS-REFERENCE*****

FICA REPORTS

use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

FINAL ORDERS

use FINAL ORDERS RECORDS: INDEXED OR LISTED
or FINAL ORDERS RECORDS: NOT INDEXED OR LISTED
or FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

FINAL ORDERS: INDEX

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINAL ORDERS: LIST

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINANCIAL DISCLOSURE EMPLOYEE LIST (submitted to Commission on Ethics upon request per Section 112.3144(5)(a), *Florida Statutes*)

use INFORMATION REQUEST RECORDS

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FIRE EXTINGUISHER RECORDS

use INSPECTION REPORTS: FIRE EXTINGUISHER

FIRE INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

FLOOD INSURANCE PROGRAM RECORDS, NATIONAL

use NATIONAL FLOOD INSURANCE PROGRAM RECORDS

FUEL REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL USE REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL STORAGE TANK RECORDS

Use STORAGE TANK RECORDS

GARNISHMENT RECORDS

use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GENERAL LEDGERS: ANNUAL SUMMARY

use FINANCIAL HISTORY SUMMARY RECORDS

GENERAL LEDGERS: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

GOVERNING BODY ANNUAL REPORTS

use ANNUAL REPORTS: GOVERNING BODY

GRANT FILES: GRANTOR AGENCY/RECIPIENT

use GRANT FILES
or GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

*****CROSS-REFERENCE*****

HEALTH EXAMINATION RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS
or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE
or MEDICAL RECORDS
or PERSONNEL RECORDS

HIPAA RECORDS

use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS
or PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

HUMAN/SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

I-9 FORMS

use EMPLOYMENT ELIGIBILITY VERIFICATION FORMS
or applicable PERSONNEL RECORDS item

INCIDENT/INVESTIGATION REPORTS

use INCIDENT REPORT FILES

INCIDENT REPORTS

use INCIDENT REPORT FILES

INJURY REPORTS

use INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or VEHICLE ACCIDENT RECORDS
or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

INSPECTION RECORDS: BRIDGE/MAINTENANCE

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

INTERNAL SURVEYS/STUDIES

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

INVENTORY: EXPENDABLE PROPERTY/SUPPLIES

use INVENTORY: AGENCY PROPERTY

INVENTORY: FIXED ASSETS/OPERATING CAPITAL OUTLAY

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: EXPENDABLE

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: FIXED ASSETS

use INVENTORY: AGENCY PROPERTY

INVENTORY RECORDS: PHYSICAL

use INVENTORY: AGENCY PROPERTY

INVOICES

use FINANCIAL TRANSACTION RECORDS: DETAIL

JOB ADVERTISEMENTS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS

use POSITION DESCRIPTION RECORDS

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS

use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

JOURNAL TRANSACTIONS (DAILY)

use FINANCIAL TRANSACTION RECORDS: DETAIL

JOURNAL TRANSACTIONS (MONTHLY SUMMARY)

use FINANCIAL TRANSACTION RECORDS: SUMMARY

JOURNALS: VOUCHERS

use FINANCIAL TRANSACTION RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS

use ACCESS CONTROL RECORDS

LAND APPRAISALS

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

LEASES: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEASES: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

LEASES: REAL PROPERTY

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEAVE INDEX RECORDS

use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS

use ATTENDANCE AND LEAVE RECORDS

LEDGERS: GENERAL (ANNUAL SUMMARY)

use FINANCIAL HISTORY SUMMARY RECORDS

LEDGERS: GENERAL (SUPPORTING DOCUMENTS)

use FINANCIAL TRANSACTION RECORDS: DETAIL

LEGAL ADVERTISEMENTS

use ADVERTISEMENTS: LEGAL

LEGAL OPINIONS

use OPINIONS: LEGAL
or OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

LIBRARY ACQUISITION RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CARD RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CIRCULATION RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

General Records Schedule GS1-SL for State and Local Government Agencies
*****CROSS-REFERENCE*****

LIBRARY SHELF LIST

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LICENSES: OCCUPATIONAL

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

LONG DISTANCE TELEPHONE CALL RECORDS

use TELEPHONE CALL RECORDS

MAIL: REGISTERED AND CERTIFIED RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

MAIL: UNDELIVERABLE FIRST CLASS

use MAIL: UNDELIVERABLE/RETURNED

MAINTENANCE RECORDS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAINTENANCE RECORDS: VEHICLE

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAPS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items for which maps are supporting documents
or ADMINISTRATIVE CONVENIENCE RECORDS

MATERIALS SAFETY RECORDS

use EXPOSURE RECORDS

MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

MEETING TRANSCRIPTS

use MINUTES: OFFICIAL MEETINGS

MEMORANDA

use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE
or CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other items with which memoranda are filed

MILEAGE REPORTS: LOCAL GOVERNMENT

use LOCAL GOVERNMENT MILEAGE REPORTS

MINING PERMITS

use PERMITS: MINING (LOCAL GOVERNMENT)

MINORITY CERTIFICATION CASE FILES

use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

MINUTES: OFFICIAL MEETINGS (AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

NEW HIRE REPORTS

use PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

OFFICIAL MINUTES

use MINUTES: OFFICIAL MEETINGS

OPS RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PATENT RECORDS

use INTELLECTUAL PROPERTY RECORDS

PERFORMANCE BONDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

PERIODIC PROGRESS REPORTS: INTERNAL

use OPERATIONAL AND STATISTICAL REPORTS

or MANAGEMENT SURVEYS/STUDIES: INTERNAL

PERMITS/BUILDING: APPLICATIONS

use ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

or PERMITS: BUILDING

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TEMPORARY SIGN

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TREE REMOVAL (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: TREE REMOVAL (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE

use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

use General Records Schedule GS2 for Law Enforcement, which includes this item

PERSONNEL RECORDS: SCHEDULES

use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR

use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY

use MAPS: ORIGINALS

PLATS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items to which the supporting documents relate
or ADMINISTRATIVE CONVENIENCE RECORDS

POLICIES

use DIRECTIVES/POLICIES/PROCEDURES

POSTAGE RECORDS

use POSTAGE/SHIPPING RECORDS

PRE-EMPLOYMENT RECORDS: NOT HIRED

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

PRESS RELEASES

use NEWS RELEASES

PROCEDURES

use DIRECTIVES/POLICIES/PROCEDURES

PROGRAM FILES: ONGOING/LONG-TERM PROGRAMS

use PROJECT FILES: OPERATIONAL or other applicable item

PROGRAM/SUBJECT/REFERENCE FILES

use SUBJECT/REFERENCE FILES

PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)

use PROMOTION/TRANSFER REQUEST RECORDS

PROPERTY RECORDS: UNCLAIMED

use UNCLAIMED PROPERTY RECORDS

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PUBLIC EMPLOYEE RELATIONS FILES

use GRIEVANCE FILES

PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC RECORDS REQUESTS

use INFORMATION REQUEST RECORDS

*****CROSS-REFERENCE*****

PUBLIC SAFETY ALERTS [email/text alerts from schools, Police Departments, etc.]
use PUBLIC INFORMATION FILES
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other applicable item

PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

PURCHASE ORDER LOGS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

READING FILES
use ADMINISTRATIVE CONVENIENCE RECORDS

REAL-ESTATE RECORDS: CONDEMNATION/DISPOSAL
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

RECEIPT BOOKS: CASH
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPTS: REGISTERED AND CERTIFIED MAIL
use MAIL: REGISTERED AND CERTIFIED

RECEIPT/REVENUE RECORDS: DETAIL
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPT/REVENUE RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY

RECEIVING REPORTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION REQUEST FORMS (FORM 107)
use RECORDS DISPOSITION DOCUMENTATION

RECORDS RETENTION SCHEDULE FORMS (FORM 105)
use RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

RECRUITMENT & SELECTION PACKAGES
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

RED LIGHT CAMERA RECORDS
use SURVEILLANCE RECORDINGS

RED LIGHT CAMERA VIOLATION APPEAL HEARING RECORDS
use CODE VIOLATION RECORDS: HEARING CASE FILES

REDACTION REQUEST RECORDS
use PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

REFERENCE FILES: EQUIPMENT
use EQUIPMENT REFERENCE FILES

*****CROSS-REFERENCE*****

REFUND REQUESTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

REGISTERED AND CERTIFIED MAIL RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

REGISTRATION RECORDS: EVENTS

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATION RECORDS: RECREATION (SUMMER/DAY CAMP)

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATIONS: MOTOR VEHICLES

use VEHICLE RECORDS

RENTAL RECORDS

use FACILITY RESERVATION/RENTAL RECORDS

REQUISITION LOGS

use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

REQUISITIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RESIDENTIAL BUILDING PLANS

use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY

use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS

use RECORDS RETRIEVAL/REFERENCE RECORDS

RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE

use RIGHT-OF-WAY PERMIT RECORDS

RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE

use RIGHT-OF-WAY PERMIT RECORDS

ROAD RECORDS

use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS

use INSPECTOR'S ROUTE SHEETS: DAILY

SAFETY INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SALES TAX EXEMPTION

use FINANCIAL TRANSACTION RECORDS: DETAIL

SEARCH COMMITTEE RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS for non-employees

*****CROSS-REFERENCE*****

SECURITY INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SERVICE SCHEDULES

use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS

use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS

use PERMITS: SIGNS (LOCAL GOVERNMENT)

SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

SOFTWARE RECORDS

use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS

use AUTOMATED ACCOUNTING SYSTEM REPORTS

STATE AWARDS AND RECOGNITION FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATE HOUSING INITIATIVES & HOME INVESTMENTS PARTNERSHIP PROGRAM

use HOUSING FINANCE ASSISTANCE RECORDS

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATISTICAL REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)

use SUBDIVISION PLANS

SUMMONSES

use LITIGATION CASE FILES

SUPPLY RECORDS

use INVENTORY: AGENCY PROPERTY

SURVEILLANCE VIDEO TAPES

use SURVEILLANCE RECORDINGS

SURVEYS/STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

TELEPHONE CALL RECORDS: LONG DISTANCE

use TELEPHONE CALL RECORDS

*****CROSS-REFERENCE*****

TEMPORARY SIGN PERMITS

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

TIME CARDS/TIMESHEETS

use ATTENDANCE AND LEAVE RECORDS

or PAYROLL RECORDS: SUPPORTING DOCUMENTS

TRADEMARK RECORDS

use INTELLECTUAL PROPERTY RECORDS

TRAINING RECORDS

use PERSONNEL RECORDS

TRAINING RECORDS: ASBESTOS

use PERSONNEL RECORDS

TRAINING RECORDS: BREATH ALCOHOL

use PERSONNEL RECORDS

TRANSCRIPTS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS

TRIAL BALANCE REPORTS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

TRUST FUND RECORDS

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

UNDELIVERABLE FIRST CLASS MAIL

use MAIL: UNDELIVERABLE/RETURNED

UTILITY CUSTOMER RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

or CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

VALIDATING MACHINE TAPE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

VEHICLE ACCIDENT REPORTS

use VEHICLE ACCIDENT RECORDS

or INJURY/ILLNESS RECORDS

or INSURANCE RECORDS: AGENCY

or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

VEHICLE LOGS

use EQUIPMENT/VEHICLE USAGE RECORDS

VEHICLE MAINTENANCE/USAGE RECORDS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or EQUIPMENT/VEHICLE USAGE RECORDS

VETERAN SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: VETERAN SERVICES

VETERAN SERVICES: MEDICAL RECORDS

use MEDICAL RECORDS: VETERAN SERVICES

*****CROSS-REFERENCE*****

VIDEO RECORDINGS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

VIDEO RECORDINGS: OTHER

use SURVEILLANCE RECORDINGS
or other items to which the video recordings relate

VISITOR LOGS

use VISITOR/ENTRY RECORDS

VOICE MAIL

use TRANSITORY MESSAGES
or other items to which the voice mail relates

VOLUNTEER RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

VOUCHERS: INDIVIDUAL AGENCY

use FINANCIAL TRANSACTION RECORDS: DETAIL

VOUCHERS: JOURNAL

use FINANCIAL TRANSACTION RECORDS: DETAIL

WORK ORDERS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

WORKERS' COMPENSATION AND INJURY REPORT RECORDS

use WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS
or INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or the applicable PERSONNEL RECORDS item

WORKING PAPERS

use DRAFTS AND WORKING PAPERS

W-2 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-3 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-4 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-9 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ZONING VARIANT REQUEST AND DETERMINING RECORDS

use ZONING VARIANCE RECORDS

911 RECORDINGS

use 911 COMMUNICATIONS RECORDS
or 911 RECORDS: LOGS

941-E FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-A FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-B FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

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*****CROSS-REFERENCE*****

- 1095-C FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1096 REPORTS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099 REPORTS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099-INT FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ALPHABETICAL LISTING

ACCESS CONTROL RECORDS	Item #189
ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
AFFIRMATIVE ACTION RECORDS	Item #82
ANIMAL CONTROL RECORDS	Item #234
ANNEXATION RECORDS	Item #247
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
BALLOTS	Item #397
BARGAINING RECORDS	Item #87
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
CHILD CARE RECORDS	Item #257
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236

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ALPHABETICAL LISTING

CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DIRECTIVES/POLICIES/PROCEDURES	Item #186
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
<i>ELECTRONIC COMMUNICATIONS</i>	
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
EXPOSURE RECORDS	Item #227
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEASIBILITY STUDY RECORDS	Item #106
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271

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ALPHABETICAL LISTING

FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
FUEL TAX REPORTS	Item #213
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
GRIEVANCE FILES	Item #110
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
HISTORICAL DESIGNATION RECORDS	Item #423
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
INCIDENT REPORT FILES	Item #241
INFORMATION REQUEST RECORDS	Item #23
INJURY/ILLNESS RECORDS	Item #188
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INSURANCE RECORDS: AGENCY	Item #111
INTELLECTUAL PROPERTY RECORDS	Item #437
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
INVESTMENT RECORDS	Item #278
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LEGISLATION RECORDS	Item #119
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
LIEN DOCUMENTATION FILES	Item #405
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MAPS: ORIGINALS	Item #280
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406

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MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MOSQUITO CONTROL RECORDS	Item #425
MUNICIPAL COURT DOCKET RECORDS	Item #323
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NEWS RELEASES	Item #34
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
PETTY CASH DOCUMENTATION RECORDS	Item #202
POSITION DESCRIPTION RECORDS	Item #38
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238

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PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
PURCHASING RECORDS	Item #42
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
REVENUE SHARING APPLICATIONS	Item #388
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY BREACH NOTICE RECORDS	Item #432
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TELEPHONE CALL RECORDS	Item #28
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE LOCATOR RECORDS	Item #414
VEHICLE RECORDS	Item #154

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VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY RECORDS	Item #54
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
ZONING VARIANCE RECORDS	Item #312
911 COMMUNICATIONS RECORDS	Item #434
911 RECORDS: LOGS	Item #377

NUMERICAL LISTING

MAIL: UNDELIVERABLE/RETURNED	Item #1
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
AUDITS: AUDITOR GENERAL	Item #8
CABINET AFFAIRS FILES	Item #11
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
INFORMATION REQUEST RECORDS	Item #23
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
ADVERTISEMENTS: LEGAL	Item #25
OPINIONS: LEGAL	Item #26
LITIGATION CASE FILES	Item #27
TELEPHONE CALL RECORDS	Item #28
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OTHER MEETINGS	Item #33
NEWS RELEASES	Item #34
PAYROLL RECORDS: POSTED	Item #35
POSITION DESCRIPTION RECORDS	Item #38
INVENTORY: AGENCY PROPERTY	Item #40
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
RECORDS DISPOSITION DOCUMENTATION	Item #45
MAIL: REGISTERED AND CERTIFIED	Item #47
SALARY COMPARISON REPORTS	Item #49
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
TRAVEL RECORDS	Item #52
VISITOR/ENTRY RECORDS	Item #54
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
AUDITS: INDEPENDENT	Item #56
AUDITS: SUPPORTING DOCUMENTS	Item #57
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
AUDITS: INTERNAL	Item #73
VEHICLE ACCIDENT RECORDS	Item #78
AFFIRMATIVE ACTION RECORDS	Item #82
AUDITS: STATE/FEDERAL	Item #83
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
BARGAINING RECORDS	Item #87
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
CALENDARS	Item #89
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94

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*****NUMERICAL LISTING*****

VENDOR FILES	Item #97
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
FEASIBILITY STUDY RECORDS	Item #106
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
GRIEVANCE FILES	Item #110
INSURANCE RECORDS: AGENCY	Item #111
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ATTENDANCE AND LEAVE RECORDS	Item #116
LEGISLATION RECORDS	Item #119
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PUBLIC INFORMATION FILES	Item #128
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
POSTAGE/SHIPPING RECORDS	Item #133
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
WORK ORDERS	Item #141
PROCLAMATIONS	Item #142
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
TRANSITORY MESSAGES	Item #146
TRAINING MATERIAL RECORDS	Item #147
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE RECORDS	Item #154
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
DIRECTIVES/POLICIES/PROCEDURES	Item #186
INJURY/ILLNESS RECORDS	Item #188
ACCESS CONTROL RECORDS	Item #189
BOND RESOLUTIONS/ORDINANCES	Item #191
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PUBLICATION PRODUCTION RECORDS	Item #198
PETTY CASH DOCUMENTATION RECORDS	Item #202

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ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
DISASTER PREPAREDNESS PLANS	Item #210
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
MEDICAL RECORDS	Item #212
FUEL TAX REPORTS	Item #213
PAYROLL RECORDS: NOT POSTED	Item #214
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
PROPERTY CONTROL RECORDS	Item #222
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPOSURE RECORDS	Item #227
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ANIMAL CONTROL RECORDS	Item #234
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
PUBLIC PROGRAM/EVENT RECORDS	Item #238
SALARY SCHEDULES	Item #240
INCIDENT REPORT FILES	Item #241
DRAFTS AND WORKING PAPERS	Item #242
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ANNUAL REPORTS: GOVERNING BODY	Item #245
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNEXATION RECORDS	Item #247
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHILD CARE RECORDS	Item #257
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEE/SERVICE SCHEDULES	Item #271
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277

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INVESTMENT RECORDS	Item #278
MAPS: ORIGINALS	Item #280
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: BUILDING	Item #286
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
WORK SCHEDULES	Item #289
PROJECT FILES: OPERATIONAL	Item #291
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESPIRATOR FIT TESTING RECORDS	Item #298
SIGNATURE AUTHORIZATION RECORDS	Item #300
SUBDIVISION PLANS	Item #301
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TRAFFIC ACCIDENT REPORTS	Item #306
UNCLAIMED PROPERTY RECORDS	Item #309
CLIENT CASE FILES: VETERAN SERVICES	Item #310
MEDICAL RECORDS: VETERAN SERVICES	Item #311
ZONING VARIANCE RECORDS	Item #312
INVENTORY: AGENCY RECORDS	Item #319
PROBATION RECORDS	Item #320
DISASTER RELIEF RECORDS	Item #321
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
MUNICIPAL COURT DOCKET RECORDS	Item #323
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DONATION RECORDS	Item #342
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
FALSE ALARM RECORDS	Item #345
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LOST AND FOUND RECORDS	Item #354
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355

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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
RULE DEVELOPMENT FILES	Item #367
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
911 RECORDS: LOGS	Item #377
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
LOBBYIST REGISTRATION RECORDS	Item #387
REVENUE SHARING APPLICATIONS	Item #388
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
COMPUTER LOGS	Item #391
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
BALLOTS	Item #397
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LIEN DOCUMENTATION FILES	Item #405
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
PASSPORT RECORDS: DAILY	Item #407
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STORAGE TANK RECORDS	Item #412
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
VEHICLE LOCATOR RECORDS	Item #414
ADDRESS REQUEST RECORDS	Item #415
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419

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EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
GRANT FILES	Item #422
HISTORICAL DESIGNATION RECORDS	Item #423
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MOSQUITO CONTROL RECORDS	Item #425
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
911 COMMUNICATIONS RECORDS	Item #434
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
INTELLECTUAL PROPERTY RECORDS	Item #437
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
<i>ELECTRONIC COMMUNICATIONS</i>	

FUNCTIONAL CATEGORY LISTING

Accounting, Budget, and Finance

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BOND FINANCING ADMINSTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
DONATION RECORDS	Item #342
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FUEL TAX REPORTS	Item #213
GRANT FILES	Item #422
INVESTMENT RECORDS	Item #278
LIEN DOCUMENTATION FILES	Item #405
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PETTY CASH DOCUMENTATION RECORDS	Item #202
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PURCHASING RECORDS	Item #42
RAIN CHECKS	Item #293
REVENUE SHARING APPLICATIONS	Item #388
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368

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TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375

UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149

VOUCHERS: FEDERAL PROJECTS PAID	Item #156
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Administration

ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394

BALLOTS	Item #397
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221

CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338

DIRECTIVES/POLICIES/PROCEDURES	Item #186
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208

FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEASIBILITY STUDY RECORDS	Item #106
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
INFORMATION REQUEST RECORDS	Item #23
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LEGISLATION RECORDS	Item #119
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MUNICIPAL COURT DOCKET RECORDS	Item #323
NEWS RELEASES	Item #34
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PASSPORT RECORDS: DAILY	Item #407
PERMITS: CONFINED SPACE ENTRY	Item #284
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429

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RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SIGNATURE AUTHORIZATION RECORDS	Item #300
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TELEPHONE CALL RECORDS	Item #28
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
911 RECORDS: LOGS	Item #377

Building/Development

ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ANNEXATION RECORDS	Item #247
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384

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HISTORICAL DESIGNATION RECORDS	Item #423
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #404
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #405
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
MAPS: ORIGINALS	Item #280
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
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State of Florida

GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS



EFFECTIVE: June 2022

Rule 1B-24.003(1)(c), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

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GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS9	State Attorneys
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *Managing Florida's Public Records* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at info.florida.gov/records-management/.

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**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS**

I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Title 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

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3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the “provided applicable audits have been released” language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency’s audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the *minimum* length of time that the record series must be retained. **This retention applies to the agency’s record (master) copy of the records – those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

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government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E-105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

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Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of "3 anniversary years" will have a different eligibility date from records with a retention of "3 fiscal years" or "3 calendar years."

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of "3 anniversary years," the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of "3 calendar years," the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of "3 fiscal years," the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of "6 months," the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of "90 days," the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

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F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2017**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2017	+3	= 7/31/2020
3 fiscal years (local govt.)	9/30/2017	+3	= 9/30/2020
3 fiscal years (school district)	6/30/2018	+3	= 6/30/2021
3 calendar years	12/31/2017	+3	= 12/31/2020

V. ARCHIVAL VALUE

- A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description indicates that the records "**may have archival value**," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.

- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "**This series may have archival value**" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat

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messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information.** However, in the event that an agency is involved in or can reasonably anticipate **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

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VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

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RECORDS RETENTION SCHEDULES

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

Item #8

This record series consists of requests by qualified voters for replacement of lost, stolen, destroyed, or mutilated voter information cards. These records are created pursuant to Section 97.071(2), *Florida Statutes*, Voter information card (formerly Section 97.072, *Florida Statutes*); and Section 97.052(1)(a), *Florida Statutes*, Uniform Statewide Voter Registration Application. If a voter registration application form is used, the retention applies only if the form is used solely to request a replacement card. **If the form is also used to update a voter registration record, then the record must be maintained in accordance with the retention schedule for VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS.** See also "VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

Item #143

This record series documents the registration, qualification, and financial activities relating to candidates, committees, and parties. The series includes candidates' qualifying records created pursuant to Chapter 99, *Florida Statutes*, Candidates, or Chapter 105, *Florida Statutes*, Nonpartisan elections, including oaths, resign-to-run submissions, candidate petition certifications or notifications, and financial disclosure statements, regardless of whether qualifying is by fee or by petition method. Records documenting financial activities include treasurers' reports, correspondence, and supporting documents for candidates, committees, and parties, as well as independent expenditure reports filed pursuant to Section 106.071, *Florida Statutes*, Independent expenditures; electioneering communications; reports; disclaimers. Records documenting registration include the Statement of Organization and Appointment of Campaign Treasurer for political committees created pursuant to Section 106.03, *Florida Statutes*, Registration of political committees. Records documenting the organization and operation of committees of continuous existence pursuant to Section 106.04, *Florida Statutes*, Committees of continuous existence, include committee applications, the certification or denial of application for committee status, annual reports, and finance reports. The retention period is based on Section 98.015(5), *Florida Statutes*, Supervisor of elections . . . duties, which reads, "The supervisor shall preserve statements and other information required to be filed with the supervisor's office pursuant to chapter 106 for a period of 10 years from date of receipt." See also "PETITION RECORDS: BALLOTTED ISSUES," and "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY."

RETENTION: 10 anniversary years after receipt.

COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS

Item #19

This record series consists of certifications of the total number of votes cast for each person for each office and the office for which each was nominated or elected. The record copy of this document for federal, state, and multicounty races is filed with the Department of State and an additional record copy is maintained by the county elections office. These records are created pursuant to Section 102.151, *Florida Statutes*, which reads in part, "The county canvassing board shall make and sign duplicate certificates containing the total number of votes cast for each person nominated or elected, the names of persons for whom such votes were cast, and the number of votes cast for each candidate or nominee. One of such certificates which relates to offices for which the candidates or nominees have been voted for in more than one county shall be immediately transmitted to the Department of State, and the second copy filed in the supervisor's office." For retention of county canvassing board meeting minutes, use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #32, MINUTES: OFFICIAL MEETINGS.

RETENTION: Permanent. Retain original format for 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

EARLY VOTING REPORTS

Item #145

This record series consists of reports listing the daily total number and the names of early voters at each early voting location during an early voting period. These reports are also reported daily to the Division of Elections for the duration of the early voting period. These records are created pursuant to Section 101.657, *Florida Statutes*, Early voting. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by the Division of Elections that is retained for 4 calendar years after receipt of last report for election cycle.

RETENTION: 3 months after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

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ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

Item #168

This record series documents general, special or primary elections in Florida. The series may include, but is not limited to, affidavits, affirmations, declarations and oaths executed at early voting sites, at the polls or at supervisors' offices (e.g., request for assistance, request to obtain ballot, designations, name or address change at the polls, signature difference at the polls, election day emergency designee and affidavit and supporting documentation); applications for registration; applications/requests for vote-by-mail ballot; ballots (official ballots and stubs, federal write-in absentee ballot, mail ballot election ballot, provisional ballot, sample ballot, state write-in ballot, vote-by-mail ballot); ballot image files containing records of the content of each ballot cast on an electronic voting system; ballot inspection certification; book closing statistics; conduct of election reports; early voting certificates; election parameter records; election security device records; overvote/under report data, petition signature records for candidates; poll watcher and worker records; precinct, early voting, polling place and drop box location records; precinct registers; precinct election returns; protest of election returns; provisional ballot voters' certificates; voter authorization slips and stubs; voter challenge records; voting history; voting machine votes case summary list; voting system audit records; and any other record relating to a specific election. See Appendix for list of election records and applicable *Florida Statutes* citations. Retention period is pursuant to Title 52 U.S. Code s. 20701, Retention and preservation of records and papers by officers of elections and Section 101.545, *Florida Statutes*, Retention and destruction of certain election materials.

Book closing statistics and precinct election returns may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

RETENTION: 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions. The original format must be retained for the required retention after which records may be disposed or stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS

Unused/blank forms are not public records. Approval by the Division of Elections is required to dispose of unused election materials pursuant to Section 101.545, *Florida Statutes*, which reads in part, "All unused ballots, forms, and other election materials may, with the approval of the Department of State, be destroyed by the supervisor after the election for which such ballots, forms, or other election materials were to be used."

CONTACT THE DIVISION OF ELECTIONS FOR DISPOSAL AUTHORIZATION.

ELECTION RETURNS: COUNTY TABULATION

Item #35

This record series consists of the voting results for each office or other items on the ballot as the count is completed. These records are created pursuant to Section 101.5614, *Florida Statutes*, Canvass of returns, and Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results.

RETENTION: Permanent. Retain original format for 22 months from the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS

Item #42

This record series consists of summaries of all elections financial transactions. For retentions for other financial records, see *General Records Schedule GS1-SL for State and Local Government Agencies*.

RETENTION: 10 fiscal years **OR** 3 years after release of any applicable Federal Single Audit, whichever is later.

LIST OF CANDIDATES NOMINATED OR ELECTED

Item #21

This record series consists of a list submitted to the Department of State by the county supervisor listing the names of all county and district officers nominated or elected, the office for which each was nominated or elected, and the mailing address of each. These records are created pursuant to Section 102.151, *Florida Statutes*, which reads in part, "The supervisor shall transmit to the Department of State, immediately after the county canvassing board has canvassed the returns of the election, a list containing the names of all county and district officers nominated or elected, the office for which each was nominated or elected, and the mailing address of each."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MAIL BALLOT ELECTION RECORDS

Item #169

This record series documents elections conducted by mail ballot. The series may include, but is not limited to, Supervisors of Elections' requests and written plans for mail ballot elections with supporting documentation and approval or denial by the Department of State; ballots; envelopes; certificates; requests for replacement ballots; challenges; and other election records created pursuant to Section 101.6101-101.6107, *Florida Statutes*, the Mail Ballot Election Act.

RETENTION: 1 anniversary year after date of the election as defined in Section 97.021(13), *Florida Statutes*, Definitions, applicable to the request.

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MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS

Item #43

This record series consists of voter information cards, vote-by-mail ballots, mail ballots, and other required election materials that are undeliverable ("not claimed," "declined," "refused," expiration of forwarding address, etc.). **For returned mail from voter address list maintenance activities, see "VOTER ADDRESS LIST MAINTENANCE RECORDS."**

RETENTION: 2 anniversary years after receipt.

PETITION RECORDS: BALLOTTED ISSUES

Item #170

This record series consists of petition records requesting consideration of various constitutional and nonconstitutional initiatives, referenda, public measures and other questions that made ballot position and/or appeared on the ballot. The records may include, but are not limited to, qualified signatures of registered voters and affidavits, paperwork, memoranda, documentation, etc. relating to the petition process. Records are created pursuant to Section 101.161, *Florida Statutes*, Referenda; ballots, and Section 105.036, *Florida Statutes*, Initiative for method of selection for circuit or county court judges. Retention is based on Section 100.371, *Florida Statutes*, Initiatives; procedure for placement on ballot, which requires retention of related records (signature forms) for 1 year following the election in which the issue appeared on the ballot. See also "CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES" and "PETITION RECORDS: UNBALLOTTED ISSUES."

RETENTION: 1 anniversary year after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions, in which the issue made ballot position or appeared on the ballot.

PETITION RECORDS: MUNICIPAL RECALL

Item #150

This records series consists of records relating to a municipal recall under Section 100.361, *Florida Statutes*, Municipal recall. The series includes signed and filed municipal recall petitions, the signature verification certificate, the supervisor of elections determination whether threshold for requisite signatures was met, the clerk's certification to the governing body whether requisite signatures met or not, the defensive statement, the Recall Petition and Defense and signed petitions, and the municipal officer's written resignation. Retention is based on Section 100.361(9), *Florida Statutes*, which requires that "The clerk shall preserve in his or her office all papers comprising or connected with a petition for recall for a period of 2 years after they were filed."

RETENTION: 2 anniversary years after the petition was initially filed.

PETITION RECORDS: UNBALLOTTED ISSUES

Item #171

This record series consists of petition records requesting consideration of various constitutional and non-constitutional initiatives, referenda, public measures and other questions that did not successfully make ballot position in accordance with applicable local or state law, or is no longer seeking ballot position. The records may include, but are not limited to, signatures of registered voters and affidavits, paperwork, memoranda, documentation, etc. relating to the petition process. Records may have been created pursuant to Sections 101.161, Referenda; ballots, 100.371, Initiatives, and 105.036, *Florida Statutes*, Initiative for method of selection of circuit or county court judges. See also "PETITION RECORDS: BALLOTTED ISSUES."

RETENTION: Retain until notification that the request is closed, withdrawn, removed or committee that circulated the petition is no longer seeking ballot position.

PRECINCT BOUNDARY RECORDS AND MAPS

Item #69

This record series consists of maps drawn to scale with all major observable features; worded description of the geographical boundaries; all precinct reorganization correspondence; and printed copies of maps outlining precinct boundaries and affixing precinct numbers thereon which are available for general use/sale. These records are created pursuant to Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries (formerly Section 98.031, *Florida Statutes*). See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

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PRECINCT MAP REFERENCE MATERIALS

Item #125

This record series consists of copies of descriptions of property being annexed by local governments that will change precinct boundaries or lines, including correspondence, reports, maps, certifying statements, and municipal service plans; maps giving street, township, and range for each quadrant of the county upon which the approved platted subdivisions are drawn and affixed; and maps approved and certified by the government entity showing street names and geographical boundaries of approved subdivision and development therein which aid the supervisor of elections in establishing, changing, and reorganizing precincts and polling place locations. These records are created pursuant to Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries (formerly Section 98.031, *Florida Statutes*). This series does **not** include the record (master) copy of Precinct Boundary Records and Maps (see that item).

RETENTION: 22 months after certification of the next federal election.

RESIDENTIAL STREET ADDRESS LIST

Item #153

This record series consists of lists maintained by the Supervisor of Elections to verify legal addresses of voters residing in the county. This series is created pursuant to Section 98.015(12), *Florida Statutes*, Supervisor of elections; election, tenure of office, compensation, custody of registration-related documents, office hours, successor, seal; appointment of deputy supervisors; duties. This information is forwarded to the Department of State to compile and maintain a statewide electronic database of valid residential street addresses pursuant to Section 98.045(4), *Florida Statutes*, Administration of voter registration.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES

Item #15

This record series consists of reports submitted to the Department of State by the supervisor of elections containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified. These records are created pursuant to Section 99.092(2), *Florida Statutes*, which reads, "The supervisor of elections shall, immediately after the last day for qualifying, submit to the Department of State a list containing the names, party affiliations, and addresses of all candidates and the offices for which they qualified."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TESTIMONIAL NOTICES

Item #172

This record series consists of notices of testimonials held in honor or on behalf of any person holding public office. Section 111.012, *Florida Statutes*, Testimonials for public officers, reads in part, "notice shall state the date and place the testimonial is to be held, the name and address of the person or persons in charge of the testimonial, the name and address of the officer in whose honor or on whose behalf the testimonial is to be held, the purpose for which the testimonial is to be held, and the purpose for which the funds raised are to be used."

RETENTION: 5 fiscal years after filing.

THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS

Item #173

This record series consists of Supervisors of Elections' accounting of each third-party registration organization's voter registration applications. The series documents the number of voter registration applications provided to and received from third-party organizations. The series also includes Supervisor of Elections' transmittal form indicating third party voter registration organizations that are noncompliant. Records created pursuant to Section 97.0575, *Florida Statutes*, Third-party voter registrations. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by Division of Elections that is retained for 2 anniversary years from the date of the record.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS

Item #137

This record series consists of vote-by-mail and federal write-in absentee ballot request information compiled and made available to the Division of Elections daily during an election cycle. These records are created pursuant to Section 101.62(3), *Florida Statutes*, Request for absentee ballots. The series also includes requests for the information from parties authorized by Section 101.62(3), *Florida Statutes*, to receive otherwise confidential and exempt information. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the copy received by the Division of Elections that is retained for 4 calendar years after receipt of last report for election cycle.

RETENTION: 3 months after the date of the applicable election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

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VOTER ADDRESS LIST MAINTENANCE RECORDS

Item #106

This record series consists of records relating to address list maintenance programs and activities, including the names and addresses of registered voters to whom notices were sent regarding a change or confirmation of a residential address for purposes of registration and voting in the county. The series includes returned or undeliverable Address Change Notices, Address Confirmation Request forms, Address Confirmation Final Notice forms, and pre-addressed return forms or other address change information returned by the voter, as well as the names of inactive voters. The records are created pursuant to *Florida Statutes* Section 98.065, Registration list maintenance programs, Section 98.0655, Registration list maintenance forms, and Section 98.075(2), as it relates to address list maintenance activities.

RETENTION: Retain as long as voter is registered or 2 anniversary years after voter is removed from the official list of registered voters, whichever occurs later.

VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS

Item #94

This record series consists of the official registration information for all qualified voters in each county. These records are created pursuant to Sections 97.053, *Florida Statutes*, Acceptance of voter registration applications; 97.057, *Florida Statutes*, Voter registration by the Department of Highway Safety and Motor Vehicles; 97.058, *Florida Statutes*, Voter registration agencies; 97.105, *Florida Statutes*, Permanent single registration system established; 98.035, *Florida Statutes*, Statewide voter registration system; implementation, operation, and maintenance; 98.461, *Florida Statutes*, Registration application, precinct register; contents; and 101.002 (3), *Florida Statutes*, Use of system by municipalities. Since January 1, 2006, these records are officially recorded and retained electronically in the Florida Voter Registration System. The retention period for the record copy is pursuant to Attorney General Opinion 86-18 and Florida Division of Elections opinion DE 87-06. See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY," "VOTER ADDRESS LIST MAINTENANCE RECORDS," "VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS," "VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS," and "VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT

Item #156

This record series consists of Supervisors of Elections copies of reports filed with the Division of Elections relating to address list and voter registration eligibility maintenance activities. Each Supervisor of Elections must certify to the Department of State twice a year that he or she has conducted required activities relating to maintaining accurate and current addresses for registered voters in the Florida Voter Registration System and to processing information or records relating to the potential ineligibility of registered voters. Records created per Section 98.065(6), *Florida Statutes*, Registration list maintenance programs, and 98.075(8), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention pursuant to Section 98.045(3), *Florida Statutes*, Administration of voter registration--Public records access and retention.

RETENTION: 2 anniversary years from date of filing.

VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS

Item #22

This record series consists of notification from electors to the supervisor of elections because of a change in the elector's name due to marriage or other legal process; a change in political party affiliation; a signature update; or change of residence/mailling address. These records revise or update the official registration records for all qualified voters which, since January 1, 2006, are centrally compiled and retained in the Florida Voter Registration System. These records are created pursuant to Sections 97.1031, *Florida Statutes*, Notice of change of residence, change of name, or change of party affiliation; 98.077, *Florida Statutes*, Update of voter signature; and 101.045, *Florida Statutes*, Electors must be registered in precinct; provisions for change of residence or name. See also "ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY" and "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

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VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS **Item #129**

This record series consists of voter registration applications that have been denied or cannot be processed because they are incomplete. These records are created pursuant to Sections 97.053, *Florida Statutes*, Acceptance of voter registration applications; 97.073, *Florida Statutes*, Disposition of voter registration applications; cancellation notice; and 98.045, *Florida Statutes*, Administration of voter registration.

RETENTION: 2 anniversary years after notice to applicant that application is incomplete or denied.

VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS **Item #132**

This record series consists of records indicating that individuals declined to register to vote at any office that issues a Florida driver license/state identification pursuant to Section 97.057, *Florida Statutes*, and at a voter registration agency, defined as "any office that provides public assistance, any office that serves persons with disabilities, any center for independent living, or any public library" (Section 97.021(44), *Florida Statutes*) and Section 97.058, *Florida Statutes*, Voter registration agencies. The retention period is pursuant to Section 97.058(7), *Florida Statutes*, Voter registration agencies, which requires voter registration agencies to "retain declinations for a period of 2 years, during which time the declinations are not considered a record of the client pursuant to the laws governing the agency's records."

RETENTION: 2 anniversary years after receipt.

VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS **Item #130**

This record series consists of voter registrations and associated documentation pertaining to persons who register pursuant to Section 97.0535(1), *Florida Statutes*, and affirm that they have never been issued a current and valid Florida driver's license, Florida identification card, or social security number and is otherwise exempt from those identification requirements until such time as they vote or claim to be exempt from the provisions.

These records are considered part of the permanent voter registration record. See also "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS) **Item #157**

This record series consists of case files documenting potentially ineligible registered voters for which ineligibility cannot be determined or for which eligibility is established. The series may include, but is not limited to, copies of a court order or judgment that the voter was mentally incapacitated with respect to voting and has had his or her right to vote restored; a court order or judgment that the voter has been convicted of any state or federal felony and has had his or her right to vote restored; proof that the voter meets the age requirement; information that the voter is a United States citizen; information that the voter is not a fictitious person; verification that the voter has listed a residence that is his or her legal residence; or any other information indicating that the registered voter meets the eligibility requirements. This series also includes notices mailed or published to the voter of potential ineligibility, any other correspondence to or from the voter, hearing records, and determination of eligibility. These case files may have been compiled and forwarded to the Supervisor of Elections by the Bureau of Voter Registration Services, or they may have been created by the Supervisor of Elections based on information received from another source. Records created per Section 98.075(4)-(7), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention is based on Title 52 U.S.C. ss. 20507(i), Requirements with respect to administration of voter registration, Public disclosure of voter registration activities.

RETENTION: 2 anniversary years after case closed.

VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS) **Item #158**

This record series consists of case files documenting potentially ineligible registered voters determined to be ineligible based on credible and reliable information and also documenting voters who have been removed from the official rolls by request either directly from the voter or indirectly through notice received from an out-of-state election official that the person is now registered in another state. The series may include, but is not limited to, copies of a court order or judgment that the voter is mentally incapacitated with respect to voting and has not had his or her right to vote restored; a court order or judgment that the voter has been convicted of any state or federal felony and has not had his or her right to vote restored; information that the voter does not meet the age requirement; information that the voter is not a United States citizen; information that the voter is a fictitious person; information that the voter has listed a residence that is not his or her legal residence; or any other information indicating that the registered voter does not meet the eligibility requirements. This series also includes notices mailed or published to the voter of potential ineligibility, any other correspondence to or from the voter, hearing records, and determination of ineligibility. These case files may have been compiled and forwarded to the Supervisor of Elections by the Bureau of Voter Registration Services, or they may have been created by the Supervisor of Elections based on information received from another source. Records created per

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Section 98.075(4)-(7), *Florida Statutes*, Registration records maintenance activities; ineligibility determinations. Retention is based in part on Title 52 U.S.C. ss. 20507(i), Requirements with respect to administration of voter registration, Public disclosure of voter registration activities, and Section 98.081(2), *Florida Statutes*, which authorizes the restoration of "the name of any elector . . . erroneously or illegally removed from the statewide voter registration system."

RETENTION: Permanent. Retain original format for 22 months from the date of the first election (as defined in Section 97.021(13), *Florida Statutes*, Definitions) following creation of the record, after which records may be stored in alternate formats in accordance with Rule 1B-26, *Florida Administrative Code*, Records Management – Standards and Requirements.

VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS **Item #87**

This record series consists of records from state and federal agencies that are used by the supervisor of elections as a basis for identifying a registered voter as potentially ineligible pursuant to Section 98.093, *Florida Statutes*, Duty of officials to furnish information relating to deceased persons, persons adjudicated mentally incapacitated, and persons convicted of a felony, and Title 52 U.S.C. ss. 20507(g), Requirements with respect to administration of voter registration, Conviction in Federal court. Records may include lists, judgments, or other documentation relating to: deceased persons (Florida Department of Health/Vital Statistics); adjudications of mental incapacity with respect to voting (clerks of the court); persons convicted of a felony in federal court (U.S. State Attorney's Office); convicted felons (Florida Department of Law Enforcement); persons granted clemency (Parole Commission/Board of Executive Clemency); inmate records (Florida Department of Corrections); Florida driver licenses removed from the driver license database because they have been licensed in another state (Florida Department of Highway Safety and Motor Vehicles); persons registered to vote in another state (state election officials); or other records from other governmental sources. For individual source records extracted from these records and used to determine eligibility of individual voters, see "VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS" and "VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)."

RETENTION: Retain until obsolete, superseded or administrative value is lost.

VOTER REGISTRATION SYSTEM: CHANGE LOGS **Item #118**

This record series consists of reports documenting changes made in the voter registration system. The series documents such information as new registrations added, preregistrations for 16 and 17 year olds, and address changes.

RETENTION: 22 months after the date of the next election as defined in Section 97.021(13), *Florida Statutes*, Definitions.

VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS **Item #159**

This record series consists of records relating to acquisition of approved voting systems and equipment filed with the Division of Elections at the time of purchase or acquisition. The series may include vote tabulation source code, software, updates, modifications, user and/or operator manuals, and the vendor's sworn certification. The series may also include bid invitations submitted by counties for the acquisition of voting equipment. Records created pursuant to Section 101.294(5), *Florida Statutes*, Purchase and sale of voting equipment; and Section 101.5607(1)(a), *Florida Statutes*, Department of State to maintain voting system information; prepare software. This retention is for the copy retained by the Supervisors of Elections; this retention does not apply to the Division of Elections, which retains these records for 24 months after subsequent acquisition update is filed or new system implemented.

RETENTION: 1 anniversary year after report of superseding acquisition report is filed.

VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS **Item #95**

This record series consists of maintenance records, calibration, and/or testing of voting equipment and systems, including tabulation programs used in logic and accuracy tests submitted to the Department of State. This series may include program codes, user and operator manuals and copies of all software, firmware, media, exhibits, manuals and related documentation. These records are created pursuant to Section 101.5607, *Florida Statutes*, Department of State to maintain voting system information; prepare software. Retention is based on Title 52 U.S. Code s. 20701, Retention and preservation of records and papers by officers of elections.

RETENTION: 22 months after certification of the election as defined in Section 97.021(13), *Florida Statutes*, Definitions, in which the machine was used for the final time before being permanently deactivated.

VOTING SYSTEM SECURITY PROCEDURES **Item #164**

This record series consists of written procedures for ensuring voting system security and accuracy in accordance with Section 101.015(4)(b), *Florida Statutes*, Standards for voting systems, and Rule 1S-2.015, *Florida Administrative Code*, Minimum Security Procedures for Voting Systems. The series may also include any revisions to previously approved procedures, recommendations and acknowledgements made by the Division of Elections, and samples of forms, schedules, and checklists along with instructions for their use.

RETENTION: 2 anniversary years after superseded.

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
CROSS-REFERENCE**

CROSS-REFERENCE

ABSENTEE BALLOT ENVELOPES - FIRST-TIME VOTERS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES - FIRST-TIME VOTERS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT "IN OFFICE" VOTER CERTIFICATES: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT "IN OFFICE" VOTER CERTIFICATES: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT/REGISTRATION APPLICATIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT REQUEST FILE REPORTS
use VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS

ABSENTEE BALLOT REQUESTS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ABSENTEE BALLOT REQUESTS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ANNEXATION RECORDS
use PRECINCT MAP REFERENCE MATERIALS

ANNUAL SPECIAL SALARY CERTIFICATION
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #195, PAYROLL RECORDS: SUPPORTING DOCUMENTS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #19, PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

APPLICATIONS: ABSENTEE BALLOT/REGISTRATION (FEDERAL POSTCARD APPLICATIONS)
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

APPLICATIONS: REPLACEMENT OF REGISTRATION ID CARD
use APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN: FEDERAL ELECTION
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT IMAGE FILES
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT INSPECTION CERTIFICATION: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT INSPECTION CERTIFICATION: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT ON DEMAND REQUEST RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT STUBS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOT STUBS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, OFFICIAL: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, OFFICIAL: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BALLOTS, UNUSED
see *ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS*

BOOK CLOSING STATISTICS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

BOOK CLOSING STATISTICS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

CAMPAIGN RECORDS: COMMITTEES OF CONTINUOUS EXISTENCE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

CANDIDATE/COMMITTEE FILES
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

CANDIDATES' FILING FEE REPORTS
use SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES

CENTRAL VOTING SYSTEM RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

CERTIFIED CANVASSING BOARD REPORTS
use LIST OF CANDIDATES NOMINATED OR ELECTED

CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS
use VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

CONDUCT OF ELECTION REPORTING RECORDS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

DAILY VOTER LOGS

use VOTER REGISTRATION SYSTEM: CHANGE LOGS

DECLINATIONS

use VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS

EARLY VOTING VOTER CERTIFICATES: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

EARLY VOTING VOTER CERTIFICATES: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION FRAUD COMPLAINTS (copies retained by the Supervisors of Elections of complaints filed with the Department of State)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #2, ADMINISTRATIVE CONVENIENCE RECORDS

ELECTION MATERIALS, UNUSED

see *ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS*

ELECTION PARAMETER RECORDS: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION PARAMETER RECORDS: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION RETURNS: PRECINCT (FEDERAL ELECTIONS)

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION RETURNS: PRECINCT (STATE AND LOCAL ELECTIONS)

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION SECURITY DEVICE RECORDS: FEDERAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

ELECTION SECURITY DEVICE RECORDS: STATE AND LOCAL ELECTIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FEDERAL POSTCARD APPLICATIONS

use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FINANCIAL DISCLOSURE STATEMENTS: ELECTED OFFICIALS AND CANDIDATES

use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

FINANCIAL DISCLOSURE STATEMENTS: APPOINTED OFFICIALS AND GOVERNMENT EMPLOYEES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #346, FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

HELP AMERICA VOTE ACT (HAVA) EXEMPTION FORM

use VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS

INACTIVE VOTER LISTS

use VOTER ADDRESS LIST MAINTENANCE RECORDS

LIST MAINTENANCE FORMS

use VOTER ADDRESS LIST MAINTENANCE RECORDS

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

MAIL BALLOT ELECTION PLAN RECORDS
use MAIL BALLOT ELECTION RECORDS

MAIL BALLOT ENVELOPES
use MAIL BALLOT ELECTION RECORDS

MAPS: ASSESSMENT
use PRECINCT MAP REFERENCE MATERIALS

MAPS: PLAT
use PRECINCT MAP REFERENCE MATERIALS

MAPS: PRECINCT
use PRECINCT BOUNDARY RECORDS AND MAPS

MENTAL COMPETENCY VOTING RIGHTS RESTORED RECORDS
use VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS

OATHS: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

OATHS: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PETITION RECORDS: BALLOTTED ISSUES (CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: BALLOTTED ISSUES

PETITION RECORDS: BALLOTTED ISSUES (OTHER THAN CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: BALLOTTED ISSUES

PETITION RECORDS: UNBALLOTTED ISSUES (CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION RECORDS: UNBALLOTTED ISSUES (OTHER THAN CONSTITUTIONAL AMENDMENTS)
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION SIGNATURE RECORDS: BALLOTTED
use PETITION RECORDS: BALLOTTED ISSUES

PETITION SIGNATURE RECORDS: UNBALLOTTED
use PETITION RECORDS: UNBALLOTTED ISSUES

PETITION SIGNATURE RECORDS FOR CANDIDATES FOR FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PETITION SIGNATURE RECORDS FOR CANDIDATES FOR STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL LISTS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL LOCATION RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WATCHERS RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WATCHERS RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

POLL WORKER RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

POLL WORKER RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT AND POLLING PLACE LOCATION RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT AND POLLING PLACE LOCATION RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT REGISTERS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PRECINCT REGISTERS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

"PROTEST OF ELECTION" RETURNS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

"PROTEST OF ELECTION" RETURNS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT ENVELOPES: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT ENVELOPES: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' AFFIRMATIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' CERTIFICATES: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PROVISIONAL BALLOT VOTERS' CERTIFICATES: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

PURGE FORMS
use VOTER ADDRESS LIST MAINTENANCE RECORDS

PURGE LISTS
use VOTER ADDRESS LIST MAINTENANCE RECORDS

QUALIFYING RECORDS: CANDIDATE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

QUALIFYING RECORDS: POLITICAL COMMITTEE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/ COMMITTEES/PARTIES

REGISTERED ELECTORS STATISTICAL REPORTS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

REGISTRATION ID CARD REPLACEMENT APPLICATIONS
use APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD

REGISTRATION RECORDS: POLITICAL COMMITTEE
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

REQUEST FOR REIMBURSEMENT FOR PETITION SIGNATURE VERIFICATION
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL

TREASURERS' RECORDS: CANDIDATES/COMMITTEES/PARTIES
use CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/ COMMITTEES/PARTIES

VOTER AUTHORIZATION SLIPS/STUBS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER AUTHORIZATION SLIPS/STUBS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER CHALLENGE RECORDS: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER CHALLENGE RECORDS: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST ACQUISITION OATHS: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST ACQUISITION OATHS: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER LIST MAINTENANCE RECORDS
use VOTER ADDRESS LIST MAINTENANCE RECORDS

VOTER REGISTRATION APPLICATIONS: DUPLICATES AND INCOMPLETES
use VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS

VOTER REGISTRATION CANCELLATION RECORDS
use VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS

VOTER REGISTRATION RENEWAL CARDS
use MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIAL

VOTER REGISTRATION: IDENTIFICATION EXEMPTION RECORDS
use VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS

VOTING EQUIPMENT AND SYSTEM: AUDIT RECORDS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING EQUIPMENT RECORDS
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING EQUIPMENT RECORDS AND SYSTEM: MAINTENANCE AND TESTING
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING HISTORY: FEDERAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING HISTORY: STATE AND LOCAL ELECTIONS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING MACHINE TESTING RECORDS
use VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS

VOTING MACHINE VOTES CAST SUMMARY LISTING: FEDERAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
*****CROSS-REFERENCE*****

VOTING MACHINE VOTES CAST SUMMARY LISTING: STATE AND LOCAL OFFICE
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING PASS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTER REGISTRATION: VOTER INFORMATION CARDS
use MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIAL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #393, AUDIT
TRAILS: CRITICAL INFORMATION SYSTEMS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #394, AUDIT
TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

VOTING SYSTEM OVERVOTES/UNDERVOTES REPORTS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

VOTING SYSTEM TRANSACTION LOGS
use ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
ALPHABETICAL LISTING**

ALPHABETICAL LISTING

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD	Item #8
CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES	Item #143
COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS	Item #19
EARLY VOTING REPORTS	Item #145
ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY	Item #168
<i>ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS</i>	
ELECTION RETURNS: COUNTY TABULATION	Item #35
JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS	Item #42
LIST OF CANDIDATES NOMINATED OR ELECTED	Item #21
MAIL BALLOT ELECTION RECORDS	Item #169
MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS	Item #43
PETITION RECORDS: BALLOTTED ISSUES	Item #170
PETITION RECORDS: MUNICIPAL RECALL	Item #150
PETITION RECORDS: UNBALLOTTED ISSUES	Item #171
PRECINCT BOUNDARY RECORDS AND MAPS	Item #69
PRECINCT MAP REFERENCE MATERIALS	Item #125
RESIDENTIAL STREET ADDRESS LIST	Item #153
SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES	Item #15
TESTIMONIAL NOTICES	Item #172
THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS	Item #173
VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS	Item #137
VOTER ADDRESS LIST MAINTENANCE RECORDS	Item #106
VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS	Item #94
VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT	Item #156
VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS	Item #22
VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS	Item #129
VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS	Item #132
VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS	Item #130
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)	Item #157
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (INELIGIBLE VOTERS)	Item #158
VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS	Item #87
VOTER REGISTRATION SYSTEM: CHANGE LOGS	Item #118
VOTING EQUIPMENT AND SYSTEM: ACQUISITION RECORDS	Item #159
VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS	Item #95
VOTING SYSTEM SECURITY PROCEDURES	Item #164

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
NUMERICAL LISTING**

NUMERICAL LISTING

APPLICATIONS: REPLACEMENT OF VOTER INFORMATION CARD	Item #8
SUPERVISORS' REPORTS OF QUALIFIED CANDIDATES	Item #15
COUNTY CANVASSING BOARD CERTIFICATES: FEDERAL, STATE AND LOCAL ELECTIONS	Item #19
LIST OF CANDIDATES NOMINATED OR ELECTED	Item #21
VOTER REGISTRATION: CHANGE OF NAME, PARTY, SIGNATURE, OR RESIDENCE RECORDS	Item #22
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JOURNALS: ELECTIONS FINANCIAL TRANSACTIONS	Item #42
MAIL, UNDELIVERABLE FIRST CLASS: ELECTION MATERIALS	Item #43
PRECINCT BOUNDARY RECORDS AND MAPS	Item #69
VOTER REGISTRATION: VOTER POTENTIAL INELIGIBILITY SOURCE RECORDS	Item #87
VOTER REGISTRATION: BOOKS AND OFFICIAL RECORDS	Item #94
VOTING EQUIPMENT AND SYSTEM: MAINTENANCE AND TESTING RECORDS	Item #95
VOTER ADDRESS LIST MAINTENANCE RECORDS	Item #106
VOTER REGISTRATION SYSTEM: CHANGE LOGS	Item #118
PRECINCT MAP REFERENCE MATERIALS	Item #125
VOTER REGISTRATION: INCOMPLETE AND DENIED APPLICATIONS	Item #129
VOTER REGISTRATION: SPECIAL APPLICANTS - IDENTIFICATION EXEMPTION RECORDS	Item #130
VOTER REGISTRATION: PREFERENCE/DECLINATION RECORDS	Item #132
VOTE-BY-MAIL/FEDERAL WRITE-IN ABSENTEE BALLOT REQUEST FILE REPORTS	Item #137
CAMPAIGN AND REGISTRATION RECORDS: CANDIDATES/COMMITTEES/PARTIES	Item #143
EARLY VOTING REPORTS	Item #145
PETITION RECORDS: MUNICIPAL RECALL	Item #150
RESIDENTIAL STREET ADDRESS LIST	Item #153
VOTER REGISTRATION: CERTIFICATION OF RECORDS MAINTENANCE ACTIVITIES REPORT	Item #156
VOTER REGISTRATION: VOTER ELIGIBILITY CASE FILES (ELIGIBLE VOTERS)	Item #157
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ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY	Item #168
MAIL BALLOT ELECTION RECORDS	Item #169
PETITION RECORDS: BALLOTTED ISSUES	Item #170
PETITION RECORDS: UNBALLOTTED ISSUES	Item #171
TESTIMONIAL NOTICES	Item #172
THIRD-PARTY VOTER REGISTRATION ORGANIZATION REPORTING RECORDS	Item #173
<i>ELECTION RECORDS: UNUSED BALLOTS, FORMS, AND OTHER ELECTION MATERIALS</i>	

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
APPENDIX**

APPENDIX

ELECTION RECORDS: GENERAL, SPECIAL OR PRIMARY (item #168) may include, but is not limited to, the following election records:

ABSENTEE BALLOT ENVELOPES AND CERTIFICATES

Section 101.64, *Florida Statutes*, Delivery of vote-by-mail ballots; envelopes; form.
Section 101.657, *Florida Statutes* (repealed)

ABSENTEE BALLOT REQUESTS

Section 101.62, *Florida Statutes*, Request for vote-by-mail ballots
Section 101.6951, *Florida Statutes*, State write-in vote-by-mail ballot

AFFIDAVITS/AFFIRMATIONS: EXECUTED AT EARLY VOTING SITES OR AT THE POLLS

Section 101.49, *Florida Statutes*, Procedure of election officers where signatures differ
Section 101.051, *Florida Statutes*, Electors seeking assistance in casting ballots

APPLICATIONS: ABSENTEE BALLOT/REGISTRATION (FEDERAL POSTCARD APPLICATIONS)

Section 101.694, *Florida Statutes*, Mailing of ballots upon receipt of federal postcard application
(formerly Section 97.064, *Florida Statutes*)

BALLOT DESIGN: REQUESTS TO DEVIATE FROM UNIFORM DESIGN

Rule 1S-2.032, *Florida Administrative Code*, Uniform Design for Election Ballots

BALLOT IMAGE FILES

BALLOT INSPECTION CERTIFICATION

Section 101.5610, *Florida Statutes*, Inspection of ballot by election board

BALLOT ON DEMAND REQUEST RECORDS

Section 101.151(1)(b), *Florida Statutes*, Specifications for ballots.

BALLOT STUBS

BALLOTS, OFFICIAL

Section 101.655, *Florida Statutes*, Supervised voting by absent electors in certain facilities
Section 101.151, *Florida Statutes*, Specifications for ballots

BOOK CLOSING STATISTICS

Section 98.231, *Florida Statutes* (repealed)

CONDUCT OF ELECTION REPORTING RECORDS

Section 102.141(10), *Florida Statutes*, County canvassing board; duties

EARLY VOTING VOTER CERTIFICATES

Section 101.657, *Florida Statutes*, Early voting

ELECTION PARAMETER RECORDS

Section 101.5607(1)(b), Department of State to maintain voting system information
Section 101.5612, *Florida Statutes*, Testing of tabulating equipment
Rule 1S-2.015(5)(f), *Florida Administrative Code*, Minimum Security Procedures for Voting Systems, Standards for Security Procedures

ELECTION RETURNS: PRECINCT

Section 98.0981(2), *Florida Statutes*, Reports; voting history; statewide voter registration system information; precinct-level election results; book closing statistics
Section 101.5614, *Florida Statutes*, Canvass of returns
Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results
Section 102.141, *Florida Statutes*, County canvassing board; duties
Section 102.151, *Florida Statutes*, County canvassing board to issue certificates; supervisor to give notice to Department of State
Section 102.112, *Florida Statutes*, Deadline for submission of county returns to the Department of State

ELECTION SECURITY DEVICE RECORDS

Rule 1S-2.015, *Florida Administrative Code*, Minimum Security Procedures for Voting Systems

**FLORIDA DEPARTMENT OF STATE
GENERAL RECORDS SCHEDULE GS3 FOR ELECTION RECORDS
APPENDIX**

PETITION SIGNATURE RECORDS FOR CANDIDATES

- Section 99.095, *Florida Statutes*, Petition process in lieu of a qualifying fee and party assessment
- Section 99.0955, *Florida Statutes*, Candidates with no party affiliation; name on general election ballot
- Section 99.096, *Florida Statutes*, Minor political party candidates; names on ballot
- Section 99.09651, *Florida Statutes*, Signature requirements for ballot position in year of apportionment
- Section 105.035, *Florida Statutes*, Petition process of qualifying for certain judicial offices and the office of school board member

POLL WATCHERS RECORDS

- Section 101.131, *Florida Statutes*, Watchers at polls

POLL WORKER RECORDS

- Section 102.012, *Florida Statutes*, Inspectors and clerks to conduct elections
- Section 102.014, *Florida Statutes*, Poll worker recruitment and training
- Section 102.021, *Florida Statutes*, Compensation of inspectors, clerks, and deputy sheriffs

PRECINCT AND POLLING PLACE LOCATION RECORDS

- Section 101.001, *Florida Statutes*, Precincts and polling places; boundaries
- Section 101.657, *Florida Statutes*, Early Voting
- Section 101.71, *Florida Statutes*, Polling place

PRECINCT REGISTERS

- Section 98.461, *Florida Statutes*, Registration application, precinct register; contents
- Section 101.23, *Florida Statutes*, Election inspector to keep list of those voting

"PROTEST OF ELECTION" RETURNS

- Section 102.166, *Florida Statutes*, Manual recounts of overvotes and undervotes
- Section 102.167, *Florida Statutes* (repealed)

PROVISIONAL BALLOT VOTERS' CERTIFICATES

- Section 101.111, *Florida Statutes*, Voter challenges
- Section 101.048, *Florida Statutes*, Provisional ballots
- Section 101.049, *Florida Statutes*, Provisional ballots; special circumstances
- Rule 1S-2.037, *Florida Administrative Code*, Provisional Ballots

REGISTERED ELECTORS STATISTICAL REPORTS

- Section 98.231, *Florida Statutes* (repealed)

VOTER AUTHORIZATION SLIPS/STUBS

VOTER CHALLENGE RECORDS

- Section 101.111, *Florida Statutes*, Voter challenges
- Section 101.68, *Florida Statutes*, Canvassing of vote-by-mail ballot

VOTER LIST ACQUISITION OATHS

- Section 98.095(3), *Florida Statutes* (repealed)
- Section 101.111, *Florida Statutes*, Voter challenges
- Section 102.012, *Florida Statutes*, Inspectors and clerks to conduct elections

VOTING EQUIPMENT AND SYSTEM: AUDIT RECORDS

- Section 101.591, *Florida Statutes*, Voting system audit
- Rule 1S-5.026, *Florida Administrative Code*, Post-Election Certification Voting System Audit

VOTING HISTORY

- Section 98.0981, *Florida Statutes*, Reports; voting history; statewide voter registration system information; precinct-level election results; book closing statistics

VOTING MACHINE VOTES CAST SUMMARY LISTING

- Section 101.5614, *Florida Statutes*, Canvass of returns
- Section 102.071, *Florida Statutes*, Tabulation of votes and proclamation of results (formerly Section 101.54)

VOTING SYSTEM OVERVOTES/UNDERVOTES REPORTS

- Section 101.595, *Florida Statutes*, Analysis and reports of voting problems

VOTING SYSTEM TRANSACTION LOGS

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2023**

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2023**

	General Fund	Debt Service Fund Series 2019A-1	Debt Service Fund Series 2019A-2	Debt Service Fund Series 2021B	Debt Service Fund Series 2021B SSA	Capital Projects Fund Series 2019	Capital Projects Fund Series 2021	Capital Projects Fund Series 2021B SSA	Total Governmental Funds
ASSETS									
Cash	\$ 464,224	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 464,224
Investments									
Revenue	-	1,102,151	235	2,420	7,436	-	-	-	1,112,242
Reserve	-	940,500	3,325	14,850	462,500	-	-	-	1,421,175
Prepayment	-	2,052	255	181,096	-	-	-	-	183,403
Construction	-	-	-	-	-	-	16,595	37,485	54,080
Construction - master	-	-	-	-	-	4,936	-	-	4,936
Construction - neighborhood	-	-	-	-	-	1	-	-	1
Interest	-	-	-	3,300	-	-	-	-	3,300
Due from Three Rivers Developers	-	253,292	-	-	-	-	18,957	119,467	391,716
Due from Nassau County	-	-	-	-	-	-	-	248,337	248,337
Due from other	-	-	-	-	-	-	6	450	456
Due from debt service fund 2019A-1	-	-	5,509	-	-	-	-	-	5,509
Utility deposit	33,967	-	-	-	-	-	-	-	33,967
Prepaid expense	3,325	-	-	-	-	-	-	-	3,325
Total assets	<u>\$ 501,516</u>	<u>\$ 2,297,995</u>	<u>\$ 9,324</u>	<u>\$ 201,666</u>	<u>\$ 469,936</u>	<u>\$ 4,937</u>	<u>\$ 35,558</u>	<u>\$ 405,739</u>	<u>\$ 3,926,671</u>
LIABILITIES									
Liabilities:									
Accounts payable	\$ 3,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500
Due to Developer	246	-	-	-	-	-	-	-	246
Due to other	319	-	-	-	-	-	-	-	319
Due to debt service fund 2019A-2	-	5,509	-	-	-	-	-	-	5,509
Contracts payable	-	-	-	-	-	-	37,019	1,203,269	1,240,288
Retainage payable	-	-	-	-	-	53,939	345,990	103,945	503,874
Accrued taxes payable	153	-	-	-	-	-	-	-	153
Developer advance	20,000	-	-	-	-	-	-	-	20,000
Total liabilities	<u>24,218</u>	<u>5,509</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>53,939</u>	<u>383,009</u>	<u>1,307,214</u>	<u>1,773,889</u>
DEFERRED INFLOWS OF RESOURCES									
Deferred receipts	-	253,292	-	-	-	-	18,957	367,804	640,053
Total deferred inflows of resources	<u>-</u>	<u>253,292</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>18,957</u>	<u>367,804</u>	<u>640,053</u>
FUND BALANCES									
Restricted for									
Debt service	-	2,039,194	9,324	201,666	469,936	-	-	-	2,720,120
Capital projects	-	-	-	-	-	(49,002)	(366,408)	(1,269,279)	(1,684,689)
Unassigned	477,298	-	-	-	-	-	-	-	477,298
Total fund balances	<u>477,298</u>	<u>2,039,194</u>	<u>9,324</u>	<u>201,666</u>	<u>469,936</u>	<u>(49,002)</u>	<u>(366,408)</u>	<u>(1,269,279)</u>	<u>1,512,729</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 501,516</u>	<u>\$ 2,297,995</u>	<u>\$ 9,324</u>	<u>\$ 201,666</u>	<u>\$ 469,936</u>	<u>\$ 4,937</u>	<u>\$ 35,558</u>	<u>\$ 405,739</u>	<u>\$ 3,926,671</u>

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy: on-roll - net	\$ 99,781	\$ 609,783	\$ 644,345	95%
Developer contribution	-	253,556	122,976	206%
Lot closing	-	13,365	-	N/A
Interest and miscellaneous	-	250	-	N/A
Total revenues	<u>99,781</u>	<u>876,954</u>	<u>767,321</u>	114%
EXPENDITURES				
Professional & administrative				
Supervisor fees	1,000	2,000	9,000	22%
FICA	76	153	918	17%
Engineering	225	2,667	8,500	31%
Attorney	240	3,286	25,000	13%
Arbitrage	-	-	500	0%
DSF accounting: series 2019	625	3,125	7,500	42%
DSF accounting: series 2021	625	3,125	7,500	42%
DSF accounting: series 2022	-	-	7,500	0%
Dissemination agent: series 2019	83	417	1,000	42%
Dissemination agent: series 2021-B1	83	417	1,000	42%
Dissemination agent: series 2021-B2	83	417	1,000	42%
Dissemination agent: series 2022	-	-	1,000	0%
Trustee: series 2019	-	4,256	4,050	105%
Trustee: series 2021-B1	-	-	4,000	0%
Trustee: series 2021-B2	-	-	4,000	0%
Trustee: series 2022	-	-	4,000	0%
Audit	-	-	6,000	0%
Management	3,750	18,750	45,000	42%
Website	-	-	705	0%
ADA compliance	-	-	210	0%
Telephone	42	208	500	42%
Postage	61	248	500	50%
Insurance	-	5,988	5,500	109%
Printing & binding	42	208	500	42%
Legal advertising	544	1,310	1,500	87%
Other current charges	-	116	500	23%
Dues, licenses & subscriptions	-	175	175	100%
Tax collector	1,996	12,196	13,424	91%
Total professional & administrative	<u>9,475</u>	<u>59,062</u>	<u>160,982</u>	37%

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
Operations & maintenance				
Landscape maintenance	-	57,372	147,400	39%
Landscape contingency	-	-	7,700	0%
Electric	4,493	20,069	19,800	101%
Reclaimed water	2,025	14,783	44,000	34%
Lake/stormwater maintenance	1,150	5,750	15,180	38%
Irrigation repairs	-	2,302	11,000	21%
Waste pickup	-	-	1,000	0%
Accounting	625	3,125	7,500	42%
Total operations & maintenance	<u>8,293</u>	<u>103,401</u>	<u>253,580</u>	41%
Amenity center				
Utilities				
Telephone & cable	561	2,046	9,566	21%
Electric	-	-	17,500	0%
Water/irrigation	-	-	18,666	0%
Gas	241	311	1,750	18%
Trash removal	196	1,129	2,916	39%
Security				
Alarm monitoring	-	-	400	0%
Monitoring	-	-	14,466	0%
Access cards	-	-	1,166	0%
Management contracts				
Landscape maintenance	39,295	39,295	30,526	129%
Landscape seasonal (annuals & pine straw)	-	-	9,334	0%
Pool maintenance	2,350	9,400	28,200	33%
Pool repairs	112	112	5,834	2%
Pool chemicals	-	-	14,000	0%
Janitorial services	3,120	10,632	16,030	66%
Janitorial supplies	-	-	3,500	0%
Facility maintenance	-	-	17,500	0%
Fitness equipment lease	3,130	15,649	38,300	41%
Pest control	140	840	1,750	48%
Pool permits	-	-	1,166	0%
Repairs & maintenance	4,765	7,885	9,334	84%
Maintenance reserves	-	-	14,594	0%
New capital projects	-	-	10,000	0%
Special events	14,317	15,016	11,666	129%
Holiday decorations	-	11,015	12,666	87%
Fitness center repairs/supplies	-	-	3,500	0%
Office supplies	306	2,216	584	379%
Operating supplies	-	1,463	10,850	13%
ASCAP/BMI licences	-	-	1,984	0%
Insurance: property	-	39,889	30,000	133%
Kayak launch	-	-	15,000	0%
Total amenity center	<u>68,533</u>	<u>156,898</u>	<u>352,748</u>	44%
Total expenditures	<u>86,301</u>	<u>319,361</u>	<u>767,310</u>	42%
Excess/(deficiency) of revenues over/(under) expenditures	13,480	557,593	11	
Fund balances - beginning	463,818	(80,295)	-	
Fund balances - ending	<u>\$ 477,298</u>	<u>\$ 477,298</u>	<u>\$ 11</u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2019A-1 BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Special assessment - on roll	\$ 118,894	\$ 726,582	\$ 778,720	93%
Assessment levy: off-roll	41,075	123,226	198,678	62%
Assessment prepayments	-	22,553	-	N/A
Interest	6,012	19,737	5,000	395%
Total revenues	<u>165,981</u>	<u>892,098</u>	<u>982,398</u>	91%
EXPENDITURES				
Debt service				
Principal	-	-	275,000	0%
Principal prepayment	25,000	85,000	-	N/A
Interest 11/1	286	337,142	340,650	99%
Interest 5/1	-	-	340,650	0%
Total debt service	<u>25,286</u>	<u>422,142</u>	<u>956,300</u>	44%
Other fees & charges				
Tax collector	2,378	14,533	16,223	90%
Total other fees and charges	<u>2,378</u>	<u>14,533</u>	<u>16,223</u>	90%
Total expenditures	<u>27,664</u>	<u>436,675</u>	<u>972,523</u>	45%
Excess/(deficiency) of revenues over/(under) expenditures	138,317	455,423	9,875	
OTHER FINANCING SOURCES/(USES)				
Transfers out	-	(2,407)	-	N/A
Total other financing sources	<u>-</u>	<u>(2,407)</u>	<u>-</u>	N/A
Net change in fund balances	138,317	453,016	9,875	
Fund balances - beginning	1,900,877	1,586,178	1,354,063	
Fund balances - ending	<u>\$ 2,039,194</u>	<u>\$ 2,039,194</u>	<u>\$ 1,363,938</u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2019A-2 BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year To Date	Budget	% of Budget
REVENUES				
Assessment levy: off-roll	\$ -	\$ -	\$ 3,562	0%
Interest	12	62	-	N/A
Total revenues	<u>12</u>	<u>62</u>	<u>3,562</u>	2%
EXPENDITURES				
Debt service				
Principal prepayment	-	5,000	-	N/A
Interest 11/1	-	1,781	1,781	100%
Interest 5/1	-	-	1,781	0%
Total debt service	<u>-</u>	<u>6,781</u>	<u>3,562</u>	190%
Excess/(deficiency) of revenues over/(under) expenditures	12	(6,719)	-	
OTHER FINANCING SOURCES/(USES)				
Transfers in	-	2,407	-	N/A
Total other financing sources	<u>-</u>	<u>2,407</u>	<u>-</u>	N/A
Net change in fund balances	12	(4,312)	-	
Fund balances - beginning	9,312	13,636	41,404	
Fund balances - ending	<u>\$ 9,324</u>	<u>\$ 9,324</u>	<u>\$ 41,404</u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021B BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: off-roll	\$ -	\$ -	\$ 14,850	0%
Interest	650	3,581	-	N/A
Total revenues	<u>650</u>	<u>3,581</u>	<u>14,850</u>	24%
EXPENDITURES				
Debt service				
Principal prepayment	-	265,000	-	N/A
Interest	-	5,962	14,850	40%
Total debt service	<u>-</u>	<u>270,962</u>	<u>14,850</u>	1825%
Excess/(deficiency) of revenues over/(under) expenditures	650	(267,381)	-	
Fund balances - beginning	201,016	469,047	89,712	
Fund balances - ending	<u>\$ 201,666</u>	<u>\$ 201,666</u>	<u>\$ 89,712</u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021B SSA BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year To Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Assessment levy: off-roll	\$ -	\$ -	\$ 462,500	0%
Interest	1,514	6,833	-	N/A
Total revenues	<u>1,514</u>	<u>6,833</u>	<u>462,500</u>	1%
EXPENDITURES				
Debt service				
Interest	-	231,250	462,500	50%
Total debt service	<u>-</u>	<u>231,250</u>	<u>462,500</u>	50%
Excess/(deficiency) of revenues over/(under) expenditures	1,514	(224,417)	-	
OTHER FINANCING SOURCES/(USES)				
Transfers out	-	(1,638)	-	N/A
Total other financing sources	<u>-</u>	<u>(1,638)</u>	<u>-</u>	N/A
Net change in fund balances	1,514	(226,055)	-	
Fund balances - beginning	468,422	695,991	703,070	
Fund balances - ending	<u>\$ 469,936</u>	<u>\$ 469,936</u>	<u>\$ 703,070</u>	

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2019 BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year To Date
REVENUES		
Interest	\$ 16	\$ 63
Total revenues	16	63
EXPENDITURES		
Total expenditures	-	-
Excess/(deficiency) of revenues over/(under) expenditures	16	63
Fund balances - beginning	(49,018)	(49,065)
Fund balances - ending	\$ (49,002)	\$ (49,002)

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2021B BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year To Date
REVENUES		
Developer contribution	\$ 8,651	\$ 682,592
Interest	138	1,770
Total revenues	8,789	684,362
EXPENDITURES		
Capital outlay	18,957	268,620
Total expenditures	18,957	268,620
Excess/(deficiency) of revenues over/(under) expenditures	(10,168)	415,742
Fund balances - beginning	(356,240)	(782,150)
Fund balances - ending	\$ (366,408)	\$ (366,408)

**THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2021B SSA BONDS
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year To Date
REVENUES		
Developer contribution	\$ 1,174,184	\$ 4,867,794
Nassau County interlocal agreement	-	191,723
Interest	263	3,921
Total revenues	1,174,447	5,063,438
EXPENDITURES		
Capital outlay	2,306,370	4,920,406
Total expenditures	2,306,370	4,920,406
Excess/(deficiency) of revenues over/(under) expenditures	(1,131,923)	143,032
OTHER FINANCING SOURCES/(USES)		
Transfer in	-	1,638
Total other financing sources/(uses)	-	1,638
Net change in fund balances	(1,131,923)	144,670
Fund balances - beginning	(137,356)	(1,413,949)
Fund balances - ending	\$ (1,269,279)	\$ (1,269,279)

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Three Rivers Community Development District held a Regular Meeting on February 16, 2023 at 3:00 p.m., at the Lookout Amenity Center, 76183 Tributary Drive, Yulee, Florida 32097.

Present were:

Liam O'Reilly	Chair
Mike Taylor	Vice Chair
Rose Bock	Assistant Secretary
Greg Kern	Assistant Secretary
Brad Odom	Assistant Secretary

Also present were:

Ernesto Torres	District Manager
Wes Haber	District Counsel
Bill Schaefer	District Engineer
Scott Wild (via telephone)	England-Thims & Miller, Inc. (ETM)
Michael Molineaux	Castle Group
Lorie Conrad	Castle Group

Residents present were:

Keith Howard	Thomas Moser	Adriana James	Jeneen Hampton
Michael Jakob	Michael Maples	Wendy Liston	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Torres called the meeting to order at 3:02 p.m. All Supervisors were present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

40 **THIRD ORDER OF BUSINESS** Administration of Oath of Office to Newly
41 Elected Supervisors Gregg Kern [SEAT 3]
42 and Mike Taylor [SEAT 5] (*the following*
43 *will be provided in a separate package*)
44

45 Mr. Torres stated the Oath of Office was administered to Mr. Kern and Mr. Taylor prior
46 to the meeting. Both were already familiar with the following:

- 47 **A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 48 **B. Membership, Obligations and Responsibilities**
- 49 **C. Financial Disclosure Forms**
 - 50 **I. Form 1: Statement of Financial Interests**
 - 51 **II. Form 1X: Amendment to Form 1, Statement of Financial Interests**
 - 52 **III. Form 1F: Final Statement of Financial Interests**
- 53 **D. Form 8B: Memorandum of Voting Conflict**

54

55 **FOURTH ORDER OF BUSINESS** Consent Agenda

56

57 Mr. Torres presented the following:

- 58 **A. Consideration/Ratification of Requisition(s): Construction Account** (*support*
59 *documentation available upon request*)
 - 60 **I. Number 120: Vallencourt Construction Co., Inc. [\$195,156.99]**
 - 61 **II. Number 123: Vallencourt Construction Co., Inc. [\$154,959.87]**
 - 62 **III. Number 126: Vallencourt Construction Co., Inc. [\$19,332.22]**
 - 63 **IV. Number 128: Preferred Materials, Inc. [\$7,309.03]**
 - 64 **V. Number 129: Oldcastle Infrastructure [\$30,700.00]**
 - 65 **VI. Number 130: Preferred Materials, Inc. [\$31,790.83]**
 - 66 **VII. Number 131: Dominion Engineering Group, Inc. [\$27,642.00]**
 - 67 **VIII. Number 132: Vallencourt Construction Co., Inc. [\$32,352.04]**
 - 68 **IX. Number 133: Bio-Tech Consulting, Inc. [\$150.00]**
 - 69 **X. Number 135: Dominion Engineering Group, Inc. [\$1,810.00]**
 - 70 **XI. Number 136: ECS Florida, LLC [\$700.00]**
 - 71 **XII. Number 137: Bio-Tech Consulting, Inc. [\$7,822.50]**

- 72 XIII. Number 138: Preferred Materials, Inc. [\$6,124.47]
- 73 XIV. Number 139: Dominion Engineering Group, Inc. [\$18,956.53]
- 74 B. Consideration/Ratification of Requisition(s): South Assessment Area (*support*
75 *documentation available upon request*)
- 76 I. Number 162: Auld & White Constructors, LLC [\$219,303.15]
- 77 II. Number 163: Kutak Rock LLP [\$330.00]
- 78 III. Number 164: Auld & White Constructors, LLC [\$24,290.91]
- 79 IV. Number 165: ECS Florida, LLC [\$4,000.00]
- 80 V. Number 166: Auld & White Constructors, LLC [\$372,023.35]
- 81 VI. Number 167: Auld & White Constructors, LLC [\$203,690.41]
- 82 VII. Number 168: ECS Florida, LLC [\$1,900.00]
- 83 VIII. Number 169: England-Thims & Miller, Inc. [\$25,938.50]
- 84 IX. Number 170: Rinker Materials [\$200,074.96]
- 85 X. Number 171: Ferguson Enterprises, LLC [\$573,318.40]
- 86 XI. Number 172: Kutak Rock LLP [\$360.00]
- 87 XII. Number 173: ECS Florida, LLC [\$15,900.00]
- 88 XIII. Number 174: England-Thims & Miller, Inc. [\$21,322.25]
- 89 XIV. Number 175: Vallencourt Construction Co., Inc. [\$566,543.91]
- 90 XV. Number 176: Vallencourt Construction Co., Inc. [\$348,555.02]
- 91 XVI. Number 177: Vallencourt Construction Co., Inc. [\$103,937.99]
- 92 XVII. Number 178: Auld & White Constructors, LLC [\$154,814.68]
- 93 XVIII. Number 179: Bio-Tech Consulting, Inc. [\$135.00]
- 94 XIX. Number 180: ECS Florida, LLC [\$5,000.00]
- 95 XX. Number 181: Kutak Rock LLP [\$180.00]
- 96 C. Ratification Items
- 97 I. ECS Florida, LLC., First Amendment to Agreement for Geotechnical Engineering
98 Services
- 99 II. Vallencourt Construction Co., Inc., Change Order No. 1 Tributary Phase 1B-Unit
100 8 Project

- 101 III. **Assignment of Agreement Between Owner and Contractor for Construction**
- 102 **Contract - Tributary Phase 1B - Unit 8 Project & Acquisition of Completed**
- 103 **Improvements [Vallencourt Construction Co., Inc.]**
- 104 IV. **Assignment of Agreement Between Owner and Contractor for Construction**
- 105 **Contract - Tributary Phase 1B - Unit 10 Project & Acquisition of Completed**
- 106 **Improvements [Vallencourt Construction Co., Inc.]**
- 107 V. **FPL LED Lighting Agreement - 1A Unit 4**
- 108 VI. **FPL LED Lighting Agreement - 1A Unit 6**
- 109 VII. **Tree Amigos Outdoor Services, Inc., Agreement for Landscape Installation and**
- 110 **Materials - Tributary Unit 6**
- 111 VIII. **Clary & Associates, Tributary Kayak Launch Proposal**
- 112 IX. **SES Environmental Resources Solutions LLC, Tributary DRI Water Quality**
- 113 **Monitoring Plan**
- 114 X. **Ferguson Waterworks, Purchase Order BBDD-005**
- 115 XI. **Forterra Pipe and Precast, Purchase Order TRCDD-004**
- 116 XII. **Avid Trails, Tributary Trail CD Proposal**
- 117 XIII. **FPL Underground Distribution Facilities Installation Agreement - Tributary 1A**
- 118 **Unit 5**

<p>120 On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, the</p> <p>121 Consent Agenda Items, were approved and/or ratified.</p>

FIFTH ORDER OF BUSINESS

Consideration of England-Thims & Miller, Inc. (ETM), Work Authorization No. 16 – 2022/2023 General Consulting Engineering Services Rate Increase

129 Mr. Torres presented ETM Work Authorization No. 16 for the 2022/2023 General
130 Consulting Engineering Services Rate Increase.

131 Mr. Wild stated ETM must increase its hourly rates to keep up with employee salaries.

133 On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor,
134 England-Thims & Miller, Inc. (ETM), Work Authorization No. 16 for the
135 2022/2023 General Consulting Engineering Services Rate Increase, was
136 approved.

137
138
139 **SIXTH ORDER OF BUSINESS**

Discussion: 2023 Financing Items

140
141 Mr. Haber stated these Reports will be included as exhibits to an offering document to
142 market the sale of the bonds. The Methodology Report, as presently drafted, contemplates two
143 series of bonds; A1 and A2. There is discussion of consolidating and issuing one series of bonds,
144 which would slightly change the Methodology. Given that the Reports must be included in the
145 offering document, the recommendation is to approve them in substantial form and authorize
146 the Chair or Vice Chair to execute.

147 **A. Supplemental Engineer's Report**

148 Mr. Wild stated the Supplemental Engineer's Report, Series 2023A Bonds, for Units 8,
149 10 and 15, dated January 23, 2023, in the agenda package is not the latest version. He
150 presented the Supplemental Engineer's Report dated February 6, 2023 and reviewed the
151 pertinent information. The Series 2023 project total is \$18,450,000. This version of the Report is
152 accurate and a true representation of the Development Plan.

153 Mr. Wild stated bond proceeds will be used for improvements for parts of the CDD
154 where there are no homeowners. The issuance of these bonds will not result in any increase of
155 the debt assessment that is presently allocated to property owners or impact their lots. These
156 bonds will be secured by debt assessments on other portions of the CDD.

157
158 On MOTION by Mr. O'Reilly and seconded by Mr. Kern, with all in favor, the
159 Supplemental Engineer's Report, in substantial form, authorizing the Chair to
160 work with Staff to finalize any revisions for the offering document and
161 authorizing the Chair or Vice Chair to execute, was approved.

162
163
164 **B. Supplemental Special Assessment Methodology Report for the Special Assessment**
165 **Revenue Bonds, Series 2023A**

166 Mr. Torres presented the Supplemental Special Assessment Methodology Report for the
 167 Special Assessment Revenue Bonds, Series 2023A, dated February 16, 2023. He reviewed the
 168 pertinent information, including the Development Program, financing program, lienability tests,
 169 true-up mechanism and Appendix Tables.

170

171 **On MOTION by Mr. O’Reilly and seconded by Mr. Kern, with all in favor, the**
 172 **Supplemental Special Assessment Methodology Report for the Special**
 173 **Assessment Revenue Bonds, Series 2023A, in substantial form, authorizing the**
 174 **Chair to work with Staff to finalize any revisions for the offering document, and**
 175 **authorizing the Chair or Vice Chair to execute, was approved.**

176

177

SEVENTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of December 31, 2022**

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179

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181

Mr. Torres presented the Unaudited Financial Statements as of December 31, 2022.

182

183 **On MOTION by Ms. Bock and seconded by Mr. O’Reilly, with all in favor, the**
 184 **Unaudited Financial Statements as of December 31, 2022, were accepted.**

185

186

EIGHTH ORDER OF BUSINESS

Approval of Minutes

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188

189

Mr. Torres presented the following:

190

A. November 1, 2022 Landowners’ Meeting

191

B. November 8, 2022 Landowners’ Meeting

192

C. November 17, 2022 Regular Meeting

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197

On MOTION by Mr. O’Reilly and seconded by Mr. Taylor, with all in favor, the
November 1, 2022 Landowners’ Meeting, November 8, 2022 Landowners’
Meeting and November 17, 2022 Regular Meeting Minutes, as presented, were
approved.

198

199

NINTH ORDER OF BUSINESS

Staff Reports

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202

A. District Counsel: *Kutak Rock LLP*

203 Mr. Haber stated Staff continues monitoring updates from the Legislative Session. Two
204 items that might impact the CDD include a bill that would require Board Members to undergo
205 certain training and a bill involving eliminating sovereign immunity for units of government. The
206 Board will be alerted if either of the bills passes.

207 **B. District Engineers: *Dominion Engineering Group, Inc. and ETM***

208 There was nothing further to report.

209 **C. Property Manager: *Castle Group***

210 There was no report

211 **D. Lifestyle Director: *Nicole Registan, Castle Group***

212 There was no report.

213 **E. District Manager: *Wrathell, Hunt and Associates, LLC***

214 Mr. Torres asked the Board to consider changing the date of the March 16, 2023
215 meeting. Potential meeting dates in relation to the bond issuance process were discussed.

216 • **NEXT MEETING DATE: March 16, 2023 at 3:00 PM**

217 ○ **QUORUM CHECK**

218 The next meeting will be held on March 23, 2023 at 3:00 p.m.

219

220 **TENTH ORDER OF BUSINESS**

Board Members' Comments/Requests

221 There were no Board Members' comments or requests.

222

223 **ELEVENTH ORDER OF BUSINESS**

Public Comments

224

225 Resident Keith Howard asked about moving the mailboxes near the dog park, Castle
226 Group taking over the Lakeview HOA, installation of a pool heater, a 14-day requirement to
227 rent the Lookout Center, present and future river access, current maps showing phases under
228 construction and if EMT maps will be made available to property owners.

229 Mr. Kern stated there are no current plans to relocate the mailboxes. Asked if lighting
230 can be installed near the mailboxes, Mr. Kern replied affirmatively.

231 Discussion ensued regarding Castle Group taking over the HOA, HOA versus CDD
232 responsibilities, the Amenity Center, Lennar, homeowner control and a CDD informational
233 PowerPoint presentation.

234 Mr. O'Reilly stated this Board will not install a pool heater while it is in control of the
235 CDD due to the cost and it creating an increase in operation and maintenance (O&M) costs.

236 Discussion ensued regarding changing the 14-day requirement to rent the Lookout
237 Center, river access, CDD kayak launch delays, the County's kayak launch plans, the trail system,
238 and emailing current construction maps to residents.

239 Resident Thomas Moser asked about trash on the eastern bank of Lakeview pond and
240 the conditions of the sidewalk near the mailboxes. He reported a downed stop sign on Pondsides
241 and asked about the draw down of the Lakeview pond.

242 Regarding trash from the builders near the pond banks, Mr. O'Reilly will confer with
243 Lennar's HOA and Management to determine which entity is responsible for maintenance. A
244 Board Member stated routine maintenance within Lakeview is the Lennar HOA's responsibility.
245 Regarding pond water levels, Mr. O'Reilly stated, when utilities are being installed, the water
246 table is lowered. Once the development and utilities are completed, the normal water level will
247 return.

248 Resident Adriana James asked about changing the meeting time to later in the evening
249 to accommodate working residents. Mr. O'Reilly stated meeting times cannot be changed but a
250 town hall meeting could be arranged to address resident questions and concerns.

251 Mr. O'Reilly responded to questions regarding the Village Center, completion timeline of
252 the trails, the kayak launch, the fire station project and a multi-family apartment project.

253 Resident Jeneen Hampton feels that parking in the common areas, unsupervised
254 children and graffiti on the sidewalks are becoming problematic.

255 Mr. O'Reilly stated the CDD owns the roads and has an agreement with the HOA, which
256 has generic restrictions on parking. The CDD can consider adopting additional parking
257 restrictions, which must be formally presented and considered by the Board. In general, the
258 most difficult part is enforcement. Residents can call the Sheriff's Department to report traffic

259 violations. Graffiti and vandalism incidents are addressed on a case-by-case basis and should
260 be reported to the Board.

261 Discussion ensued regarding overnight and street parking, registered vehicles, safety
262 issues and common courtesy.

263 Resident Michael Jakob voiced his opinion that the front entry signage needs to be
264 pressure-washed. He noted trash in the ponds and asked why Board Member email addresses
265 are not on the CDD website. Mr. O'Reilly stated maintenance items should be reported to Mr.
266 Molineaux and Mr. Torres.

267 Mr. O'Reilly addressed trash cleanup, holiday decorations, the budget, status of the
268 Tributary, additional amenities and warranties on projects.

269

270 **TWELFTH ORDER OF BUSINESS**

Adjournment

271

272 There being nothing further to discuss, the meeting adjourned.

273

274 **On MOTION by Mr. O'Reilly and seconded by Ms. Bock, with all in favor, the**
275 **meeting adjourned at 4:26 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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285

Secretary/Assistant Secretary

Chair/Vice Chair

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS
EI



904.491.7500
96135 Nassau Place, Suite 3
Yulee, FL 32097
info@votenassaufl.gov
www.VoteNassaufl.gov

April 15, 2023

Ms. Daphne Gillyard
Director of Administrative Services
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

RE: Three Rivers Community Development District

Dear Ms. Gillyard,

In accordance with FS 190.006, we are providing you with the following information that of April 15, 2023, there are 528 registered voters within Three Rivers Community Development District's boundaries.

Should you have questions, please do not hesitate to contact us.

Sincerely,

Janet H. Adkins
Nassau County Supervisor of Elections

Para solicitar este documento en español, llame a nuestra oficina al 904.491.7500

THREE RIVERS
COMMUNITY DEVELOPMENT DISTRICT

STAFF
REPORTS
EII

THREE RIVERS COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

The Lookout Amenity Center, 76183 Tributary Drive, Yulee, Florida 32097

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 20, 2022 CANCELED	Regular Meeting	3:00 PM
November 1, 2022	Landowners' Meeting	10:15 AM
November 8, 2022*	Continued Landowners' Meeting	10:15 AM
<i>Fernandina Beach Municipal Airport, 700 Airport Road, Fernandina Beach, Florida 32034</i>		
November 17, 2022	Regular Meeting	3:00 PM
December 15, 2022 CANCELED	Regular Meeting	3:00 PM
January 19, 2023 CANCELED	Regular Meeting	3:00 PM
February 16, 2023	Regular Meeting	3:00 PM
March 16, 2023 <i>rescheduled to March 23, 2023</i>	Regular Meeting	3:00 PM
March 23, 2023 CANCELED	Regular Meeting	3:00 PM
April 20, 2023	Regular Meeting	3:00 PM
May 18, 2023	Regular Meeting	3:00 PM
June 15, 2023	Regular Meeting	3:00 PM
July 20, 2023	Regular Meeting	3:00 PM
August 17, 2023	Regular Meeting	3:00 PM
September 21, 2023	Regular Meeting	3:00 PM