

Public Records Compliance - Audit 05-08
Risk Analysis Work Sheet

Risk	Control	Control In Place	Risk Assessment	Obj
Destruction of record(s) before expiration of retention period established by State of Florida.	Minimal - retention period selected by dept.; no confirmation by Records personnel.	Yes / No	Medium	
Liability to City created due to retention of record after expiration of period established by State of Florida.	None. Archival type documents retained indefinitely; for other documents, dept. can request retention past established period, however, no maximum period set.	No	High	