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Purpose


The purpose of this procedure is to establish the actions required to ensure the proper retention and disposition of all records at Florida State College at Jacksonville (FSCJ) in compliance with the law.

Procedure

- A. The College will retain all records, including digital and electronic (email) communication according to the retention schedules set forth by the Florida Department of State Division of Library & Information Services and in consultation with the College's Records Management Program Coordinator who also serves as the College's Records Management Liaison Officer (RMLO) to the State.

- B. College facilities are designed to allow the storage of three years of records within the space assigned to each department. Records which must be maintained beyond three years should be stored in one of the following ways:
 1. Certain student records, payroll records, fiscal records and curriculum records should be imaged to allow for the storage of large volumes of older records.
 2. Personnel records with a retention period of 25 years or more should be imaged and/or stored in fire proof file cabinets located in the Human Resources Department or the Administrative Support Facility (ASF) located at 11 West State Street, Jacksonville, FL 32202.
 3. All other records with remaining retention periods should be stored at the ASF in approved boxes with approved labels. The boxes, available through the Materials Department are issued to each department at no charge (when storage boxes are available). New replacement record storage boxes and the labels for the boxes can be ordered through Central Stores at minimal cost to each department. The following guidelines should also be followed:
 - a. Only records with remaining retention, yet virtually no administrative value should be considered for storage at the ASF.
 - b. Extra "back-up" copies should **NOT** be stored in the ASF.
 - c. Records should be packed into uniform boxes provided by the Materials Department.
 - d. Every record within each box must have the same destruction date.
 - e. Records should be indexed.
 - f. Only a Records Control Form should appear at the front of the box as a label.
 - g. Boxed records stored at the ASF will be reviewed by the Records Management Program Coordinator prior to destruction.

- C. Transfer to and from records storage shall be handled by mail and Materials Department personnel. All requests to transfer records to the ASF must be approved by the Records Management Program

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Coordinator. The Records Management Program Coordinator will notify the Central Stores Manager, or designee, that the records are cleared for pick up and storage.

- D. The procedures for the disposition of public records are outlined in Chapter 1B-24, Florida Administrative Code. The College continues to be responsible for all records created since the start date of the College until the record has been destroyed pursuant to the Department of State approved retentions, including any relevant records created by private entities acting on behalf of the College. Therefore, records that are "missing" remain the legal responsibility of the College. Records should be destroyed as soon as legally possible.
1. The general requirements for disposing of public records are as follows:
 - a. the records must meet all retention requirements; and
 - b. Departments must internally document the disposition of any public records in their custody. A Disposition List template is available on the Office of Records Management webpage to assist departments with this requirement.
 2. Records which contain sensitive data must be disposed of in a secure manner (employee information, student information, confidential information, etc.).
- E. Departments should work with their designated campus level or designated administrative unit records management coordinators during the processes outlined above. Employees should refer to the Office of Records Management webpage for further resources or contact the Records Management Program Coordinator:

Records Management Program Coordinator
 Florida State College at Jacksonville
 501 West State Street
 Jacksonville, FL 32202
 (904) 632-3196
catherinehodes@fscj.edu

REFERENCES: F.S. Chapter 119, 257.36, 1001.64, 1001.65, Rule Chapters 1B-24 and 1B-26, FAC, Section 24, Article 1 State Constitution

Adopted Date: October 7, 2014
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