



Santa Fe College Rules Manual

Title: Reproduction and Destruction of Records Rule 5.11

General Authority: FS 1001.64

Law Implemented: FS 119.07, 119.011(5), 119.021, 257.36

Effective Date: December 19, 1985

Purpose: To state policy concerning reproduction and destruction of records.

Custodian of Records

The custodian of the various records of the College shall be an administrator whose duties include supervision over the particular College activity for which records are kept. A list of custodians shall be maintained by the President.

Keeping Records in Safe Places

Insofar as practicable, records shall be kept in fireproof and waterproof safes, vaults, or rooms fitted with noncombustible materials and in such arrangement as to be easily accessible for convenient use. All College records should be kept in the buildings in which they are normally used. Record books should be copied or repaired, renovated or rebound if worn, mutilated, damaged, or difficult to read. Any College official who causes a record book to be copied shall attest it and shall certify on oath that it is an accurate copy of the original book. The copy shall then have the force and effect of the original.

Destruction of Records

College officials shall systematically dispose of records no longer needed, subject to the consent of the Division of Library and Information Services of the Department of State in accordance with Chapter 257.36, Florida Statutes.

Inspection and Examination of Records

Every person who has custody of College records shall permit the records to be inspected and examined by any person desiring to do so, at reasonable times, under reasonable conditions, and under supervision of the custodian of records or his/her designee. The custodian shall furnish copies or certified copies of the records upon payment of fees as prescribed by law, or if fees are not prescribed by law, upon payment of the actual cost of duplication. The fee collected shall be deposited and accounted for in the manner prescribed for funds under Rule 5.4.

In the case of records produced under this rule, when the nature or volume of records is such as to require extensive clerical or supervisory assistance by personnel of the College, the College may charge, in addition to the actual cost of duplication, a reasonable charge which shall be based on the actual salary rate of such personnel providing the service.

All College records which are presently provided by law to be confidential or which are prohibited from being inspected by the public, whether by general or specific law, shall be exempt from the provisions listed in paragraph Inspection and Examination of Records as listed above.