



# Santa Fe College Rules Manual

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**Title:**                    **Records Retention and Destruction**                    **Procedure 5.11P**

**Based On:**                Rule 5.11

**Effective Date:**        September 9, 2009

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## Purpose

This procedure sets forth the guidelines for use by College personnel in connection with the retention of College records by various departments of the College. It is the intention of this procedure to ensure that all College records are maintained in accordance with all applicable legal and rule requirements in order to ensure that College records are not improperly or prematurely disposed of by a College department. Public records of the College must be retained and destroyed according to the rules and retention schedules defined by the Division of Library and Information Services of the Florida Department of State.

## Definitions

“Public records,” according to Florida law, means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Public records may be electronic (recorded in machine readable form), such as e-mail, and include records that are designated by statute as confidential or exempt from public disclosure. (For more information specifically regarding e-mails, please see Information Technology Services “Policy on the Public Records Law and E-Mail.”)

“Retention schedules” identify agency records and establish minimum periods of time for which the records must be retained based on the records’ administrative, fiscal, legal, and historical values.

## Retention

Florida Administrative Code (FAC) Chapter 1B-24 governs retention scheduling and disposition of public records. Retention periods for College public records may be found in the state General Records Schedule for State and Local Government Records (GS1-SL) and the University/Community College Records (GS5) retention schedules. These schedules are located on-line at the Division of Library and Information Services website

at [http://dlis.dos.state.fl.us/recordsmgmt/gen\\_records\\_schedules.cfm](http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm). The Division's website also provides a link to instructions and information for all general schedules. For any record series not covered by the General Records Schedules established by the Division, FAC Rule 1B-24.003 states the procedure for requesting a records retention schedule on the Department of State Form LS5E-105REff.2-09, "Request for Records Retention Schedule."

Valuable guidance for records managers is located in the on-line handbook "The Basics of Records Management" located at <http://dlis.dos.state.fl.us/barm/handbooks/basics.pdf>. General standards and requirements for electronic and microfilm record-keeping may be found in FAC Rules 1B-26.003 and 1B-26.0021.

### Destruction

Once the minimum retention has been met, disposition of the records is recommended, unless circumstances require a delay. Pending litigation, a public records request and specific program accreditation standards are factors which may delay disposition of a record series. Disposition may be by physical destruction, transfer to another agency, or, in the case of electronic records, erasure. State agency records appraised by Division staff as having long-term historical value can be transferred to the State Archives. Florida Administrative Code Rule 1B-24.003 sets forth the requirements for destruction of public records, including methods of destruction for paper, electronic, and other non-paper media, and for records containing confidential or exempt information.

For each record series being disposed of, the College must identify and document the records retention schedule number; item number; records series title; inclusive dates of the records; 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 disposition action (manner of disposition) and date. The College's "Records Disposition Document" is located in the Office of Registrar. Upon completion of the disposition of the records, the form should be returned to the Office of the Registrar for records keeping.

Agencies are not required to document the disposition of records designated as "retain until obsolete, superseded, or administrative value is lost" (OSA) except for records that have been microfilmed or scanned as part of a retrospective conversion project in accordance with Rule 1B-26.0021 or 1B-26.003, F.A.C., where the microfilm or electronic version will serve as the record copy.

The College must submit to the Division, once a year, a signed statement attesting to its compliance with records management laws, rules, and procedures.