

Board of County Commissioners Leon County, Florida

Policy No. 98-9

Title:	Records Management
Date Adopted:	April 21, 2009
Effective Date:	April 21, 2009
Reference:	N/A
Policy Superseded:	Policy No. 93-6, "Records Management," adopted January 12, 1993; Policy No. 98-9, "Records Management," adopted October 13, 1998;

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-9, entitled "Records Management," adopted on October 13, 1998, is hereby repealed and superseded, and a new policy is hereby adopted in its place, to wit:

Entities with records stored in facilities, made available through Leon County funding ("County Facilities"), shall remain the custodian of such records and shall, within twelve months of the records meeting the minimum retention periods established by the Division of Library and Information Services of Florida's General Records Schedules ("Minimum Retention Requirements"), take appropriate measures to systematically destroy such records or relocate such records to non-County facilities.

Entities may store records in County Facilities longer than the Minimum Retention Requirements with the periodic review and written approval by the Records Management Liaison Officer for the associated Constitutional Officer, County Administrator, Deputy County Administrator, Assistant County Administrator, Group Director, or County Attorney, subject to the availability of necessary space, staff, and other related resources.

Every effort shall be made to ensure that offices and work areas do not become cluttered with file boxes and cabinets. Older files, which are rarely used, should be stored in the County's Records Retention Center. All records required to be maintained beyond 15 years should be stored in an electronic format when possible and consistent with the Florida Department of State, Division of Library and Information Services requirements.

The Division of Facilities Management shall be responsible for developing procedures to ensure the enforcement of this policy. Agencies and departments needing assistance with storage should contact the Division of Facilities Management.