



## RECORDS MANAGEMENT

- Records management includes the planning, organizing, directing, controlling and other activities that are needed to effectively create, maintain, access and use an agency's records.
- Effective records management allows an agency to maintain and locate records from the time of creation/receipt to final disposition.

*Florida Statutes*, Chapter 119, Public Records

- Defines "public record".
- Sets custodial requirements.
- **Dictates that records can only be disposed of according to retention schedules.**
- Establishes the right to inspect records unless there is an exemption or restriction.
- Provides penalties for violations.

*Florida Administrative Code*, Rule 1B-26.003, Electronic Recordkeeping

Establishes standards for records maintained or created in electronic media form, including:

- Requirements for creating and maintaining scanned records.
- Requirements for electronic recordkeeping systems.

What is a Public Record?

Public records are all materials, "**regardless of the physical form**, ... made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

*F.S. 119.011(12)*

*"A public record ... is any material prepared in connection with official agency business which is intended to perpetuate, communicate, or formalize knowledge."*

*Shevin v Byron, Harless, Schaffer, Reid & Associates, Inc. 379 So. 2d 633 (Fla. 1980)*

Emails **are** considered Public Record based on their content. If the content pertains to work matters they are public record but personal emails are not.

*"We conclude that 'personal' emails are not 'made or received pursuant to law or ordinance or in connection with the transaction of official business' and, therefore, do not fall within the definition of public records."*

*State v. City of Clearwater, 863 So. 2d 148 (Fla. 2003)*

Any type of communication, regardless of the medium, the **content** determines if it is a public record.

## Records Retention Schedules

Records retention schedules describe various categories and set **MINIMUM** periods of time that the records within those categories must be retained before final disposition.

Schedules used by Escambia School District.

GS1-SL State and Local Government Agencies  
<https://dos.myflorida.com/media/698312/g1-sl-2017-final.pdf>

GS7 Public Schools Pre K-12 and Adult and Career Education  
<https://dos.myflorida.com/media/701021/g7-2019-final.pdf>

### Types of Retention Periods

1. OSA: Retain until Obsolute, Superseded or Admistrative value is lost.  
**OSA items are not required to be included on disposition form.**
2. Fiscal year: July 1 through June 30.
3. Calendar year: January 1 through December 31.
4. Anniversary year: 12-month period from a particular day.

### Calculating Eligibility Dates

**Fiscal year: July 1 through June 30**

Example: Record dated March 20, 2016 – Retention – 3 fiscal years

<b>FISCAL YEARS</b>		
Example: March 20, 2016 record date   3 fiscal year retention		
	Fiscal Year: July 1 – June 30	Fiscal Year: October 1 – September 30
<b>1. Go to the end of the fiscal year that that record date falls in.</b>	March 20, 2016 → June 30, 2016	March 20, 2016 → September 30, 2016
<b>2. Jump ahead one (1) day to beginning of next fiscal year.</b>	June 30, 2016 + 1 day → July 1, 2016	September 30, 2016 + 1 day → October 1, 2016
<b>3. Add the required number of years.</b>	July 1, 2016 + 3 years → July 1, 2019	October 1, 2016 + 3 years → October 1, 2019
<b>Disposition Eligibility Date</b>	<b>July 1, 2019</b>	<b>October 1, 2019</b>

### Records Storage

<b>Short-Term Records</b>	Retention less than 10 years
<b>Long-Term Records</b>	Retention greater than or equal to 10 years

### Disposition of Public Records

- Per *Florida Administrative Code*; Rule 1B-24.003(9)(d), agencies must document records disposition.
- Documentation is not required for OSA (Obsolute, Superseded or Admistrative value is lost) records unless they are part of a **retrospective conversion project** (the process of turning a library's existing paper catalog record into a machine readable form).

## Disposition Documentation

- Organized by record series.
- Must include for each record series:
  - Schedule Number
  - Item Number
  - Record Series Title
  - Inclusive Dates
  - Volume
  - Date and Manner of Destruction

F.A.C 1B-24 003(9)(d)

The Disposition Form can be found at the website address below:

<https://dos.myflorida.com/library-archives/records-management/forms-and-publications/>

RECORDS DISPOSITION DOCUMENT						NO.
						PAGE OF PAGES
1. <b>AGENCY NAME and ADDRESS</b>			2. <b>AGENCY CONTACT (Name and Telephone Number)</b>			
			(   ) -       Ext.			
3. <b>NOTICE OF INTENTION:</b> The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one). <input type="checkbox"/> a. <b>Destruction</b> <input type="checkbox"/> b. Microfilming and Destruction <input type="checkbox"/> c. Other _____						
4. <b>SUBMITTED BY:</b> I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.						
Signature _____		Name and Title _____			Date _____	
5. LIST OF RECORD SERIES						
a Schedule No.	b Item No.	c Title	d Retention	e Inclusive Dates	f Volume in Cubic Feet	g Disposition Action and Date Completed After Notification
6. <b>DISPOSAL AUTHORIZATION:</b> Disposal for the above listed records is authorized. Any deletions or modifications are indicated.				7. <b>DISPOSAL CERTIFICATE:</b> The above listed records have been disposed of in the manner and on the date shown in column g.		
Custodian/Records Management Liaison Officer _____ Date _____				Signature _____ Date _____		
				Name and Title _____		
				Witness _____		

All highlighted items are required information.

Inventory Volume  
Converting Record Volume to Cubic Foot Measurements

Letter Size, drawer/ box - 1.5 cubic ft  
Legal-size, drawer/box. - 2.0 cubic ft

Questions or guidance - Mellisa Jones 1-850-469-6246 or [mjones6@ecsdf.us](mailto:mjones6@ecsdf.us).