

RECORDS RETENTION SCHEDULE

SUMMARY

This procedure explains how to obtain a Records Retention Schedule for a public record where no retention schedule exists in any State of Florida General Records Schedule.

PROCEDURE

1. Contact your Department's Records Management Liaison to obtain a Records Retention Schedule (Form LS5E105REff.1-01).
2. Prepare Form LS5E105REff.1-01 describing the record series and your recommendation on the retention period. Obtain the signature of your Department or Division Head.
3. Forward Form LS5E105REff.1-01 to the Office of Records Management for review and forwarding to the Florida Department of State, Division of Library and Information Services, for approval.
4. The Florida Department of State, Division of Library and Information Services will notify the County's Records Manager as to whether the requested records retention schedule is approved or disapproved. Records Management in turn will notify the department of the State's decision.

Definition

A public record is "... all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of physical form, characteristics, or means of transmission, made or received pursuant to the law or ordinance or in connection with the transaction of official business by any agency."

CONTACT(S):

Department/Division

Clerk of Courts/Records Management

REFERENCE DOCUMENT(S):

Florida Statutes, Chapters 119 and 267
Administrative Order 7-24, Records Management Program
Records and Information Management Manual