

TRANSFER OF RECORDS TO THE RECORD CENTER

SUMMARY

This procedure explains how to transfer records, which have not met their retention, to the Office of Records Management's Record Center. Effective October 1, 2013, all request for transfer of records must be completed electronically, via the Records Center Inventory System (RCIS).

PROCEDURE

1. All records must be packed in standard record storage boxes available through GSA. Leave at least two (2) inches of open space in the box to allow for ease in retrieving and filing of records.
2. The records must be grouped by records series. DO NOT place more than one record series in the same box.
3. Refer to your last "Records Transfer" request to ascertain the next temporary box number. Write the temporary box number, no more that 1" high, under the carrying handle of each box.
4. Log into <http://clerknet2.miami-dadeclerk.com/intrasite/> and submit your "Records Transfer" request electronically, via the Records Center Inventory System (RCIS) "web-base" application.
5. Upon review and approval of your submission, by the Record Center Supervisor, the RCIS will electronically sent you and e-mail with the scheduled date and time for the picking up of the records.

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