DESTRUCTION OF PUBLIC RECORDS

SUMMARY

This procedure explains how to destroy Public Records.

PROCEDURE

1. Check the State of Florida General Records Schedule or Records Retention Schedule (Form LS5E105REff.1-01) to see if the records are eligible for destruction. If the records are not covered by a State of Florida General Records Schedule or Records Retention Schedule (Form LS5E105REff.1-01) see the procedure for "Records Retention Schedule".

2. If the records are eligible for destruction, complete a "Miami-Dade County Records Disposition Request" (Form CLK/CT 867 Rev.8/04). Contact your Department's Records Management Liaison to obtain a copy of the form.

3. Obtain the signature of your Department or Division Head. Send the original "Miami-Dade County Records Disposition Request" to the Office of Records Management. DO NOT FAX OR SCAN. THE ORIGINAL SIGNATURES ARE REQUIRED.

4. Upon approval by the Records Manager, Records Management will send the original "Miami-Dade County Records Disposition Request" to the department or to the Record Center Supervisor (if the records are in storage)..

5. Upon destruction of the records you must, complete sections 9g and 11 of the "Miami-Dade County Records Disposition Request". Return the ORIGINAL "Miami-Dade County Records Disposition Request" to the Office of Records Management. Retain a copy for your record.

.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