



COLLEGE of CENTRAL FLORIDA

POLICY MANUAL

Title: PRESERVATION AND DISPOSAL OF RECORDS	Number: 3.11	Page: 1 of 1
	See Procedures: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Legal Authority: Florida Statutes 257.36, 1001.02, 1001.64	Board Adoption/Revision Approval Dates: 9/3/80, 10/19/88, 5/19/99, 10/22/02	

Guidelines of the Division of Library and Information Services, Department of State, shall be adhered to in the retention or disposal of official records. The President or the President's designee shall establish procedures and assign responsibility for the reproduction and destruction of records in accordance with Florida Statutes Section 257.36.