



# COLLEGE of CENTRAL FLORIDA

## POLICY MANUAL

<b>Title:</b> PRESERVATION AND DISPOSAL OF RECORDS	<b>Number:</b> 3.11	<b>Page:</b> 1 of 1
<b>See Procedures:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Legal Authority:</b> Florida Statutes 257.36, 1001.02, 1001.64	<b>Board Adoption/Revision Approval Dates:</b> 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.