



COLLEGE of
CENTRAL
FLORIDA

COLLEGE of CENTRAL FLORIDA

ADMINISTRATIVE PROCEDURE

Title: Public Records — Dispositions

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Implementing Procedure For Policy # 3.17

Date Approved/Revised:
2/26/01, 7/26/01, 4/08/03

Division: Administration and Finance

SECTION I — CERTIFICATE OF RECORDS DESTRUCTION FORM (See attached)

In order to comply with state law, all requests for records dispositions must be documented on a CF *Certificate of Records Destruction* form (located on Intranet under “CF Forms” in “Public Records Management” section). To complete the form, please follow the step-by-step instructions outlined below. **(NOTE: Use the tab key to move from section to section within the form.)**

- 1) Provide name of requesting department
- 2) Date the request
- 3) Provide name of person completing the form
- 4) Provide extension number for person completing form
- 5) Properly identify the records to be destroyed using Records Retention Schedules GS5 and/or GS1-S located on the Intranet under “CF Forms” in “Public Records Management” section. This may require careful consideration to determine the records series title most applicable to the records in question. If an appropriate records series is not located, see **Section II – Establishing a Records Retention Schedule**, for further information.
 - a) Indicate which schedule the record series is found in — GS5 (General Records Schedule for Universities and Community Colleges) or GS1-S (General Records Schedule for State Government Agencies). Should the same records series be found in both schedules, the retention requirements of the General Records Schedule GS5 shall take precedence.
(Provide record series number such as Item #77 or Item #180.
 - b) Key in name of the record series title as it appears in the schedule(s). Example: “Inventory Records: Equipment.” Please do not use the name and/or description of the actual records.
 - c) Indicate inclusive dates of the records. For example, if records falling under the category of “Inventory Records: Physical” (found in GS1-S) contain material covering 1988, 1991, 1992, 1993, and 1995, that section of the form would be filled out as follows:

a) Schedule # (GS5 or GS1-S)	b) Record Series #	c) Records Series Title	d) Inclusive Dates Mo/Day/Yr Mo/Day/Yr	
GS1-S	40	Inventory Records: Physical	01/01/88	12/31/88
			01/01/91	12/31/93
			01/01/95	12/31/95

- d) Provide location (building and room number) where listed records for destruction are stored. Example: 1-111
- e) Indicate whether records are duplicates or master copies. **IMPORTANT**– If the records are duplicates, the verified location of the master copies must be provided. If the master copies cannot be located, then, according to state law, the duplicates are considered the master copies, and, as such, are subject to the same retention period as the master copy. (Optical images and microfilm may be considered master copies.)
- f) Estimate volume of records in cubic feet using the conversion table provided below. (If additional information is needed, see document entitled *Records Volume Conversion to Cubic Foot Measurements* on the Intranet under “CF Forms” in “Public Records Management” section.)

CONVERSION TABLE

Quantity	Item	Volume in Cubic Feet
200	Cassette Tapes	1.0
1 drawer	Letter size files	1.5
1 drawer	Legal size files	2.0
36" shelf	Letter size files	2.4
36" shelf	Legal size files	3.0
1 standard box	Letter- or legal-size files	1.0
Any amount	Electronically stored	0.0

- 6) Indicate the method of destruction. **NOTE: Only one type of method may be requested per form.** Example: If some of the records are simply being destroyed and others are being microfilmed and destroyed, two separate forms must be submitted. “Other” forms of destruction may include:
- Transfers of records to another department/agency (*Indicate with T/building & room number or T/name of agency*).
 - Transfers of records to optical disk (*Indicate with T/OD*)
 - Loans of records to historical society (*Indicate with L/name of society*). Attach all relevant documentation.
- 7) Key in the name of the supervisor for the department requesting destruction and print the form, making sure the printer is set on “Landscape” option. After the supervisor has signed and dated the form, forward it to the Office of Administration and Finance for final approval

by the Records Management Liaison Officer (RMLO). The requesting department will be notified when the request has been approved, and arrangements will be made to pick up and dispose of the records.

- 8) The person(s) carrying out actual destruction of the records will complete this section of the form following the final disposition. Once completed, the original copy of the form will be kept on file in the Office of Administration and Finance.

If additional assistance is needed to complete the Certificate of Records Destruction form, please contact the Office of Administration and Finance at extension 1637.

SECTION II — ESTABLISHING A RECORDS RETENTION SCHEDULE

In some cases, records may not conform to an existing general schedule (GS5 or GS1-S) records series. In such cases, the requesting department should contact the College's RMLO for further guidance. If an applicable record series does not exist, the RMLO will complete Form LS5E105R (Records Retention Schedule) and submit it to the Florida Department of State's Bureau of Archives and Records Management where the records will be researched and an appropriate retention period established. Once approved, the Records Retention Schedule will become the official retention for the record series of the College. In order to establish a unique record retention schedule, the requesting department must provide the following record series information to the RMLO in the Office of Administration and Finance:

- Record Series Title (an appropriate name for the series)
- General description, purpose and use of Record Series (include/attach inclusive dates, any audit requirements, forms, or other related documentation)
- Indicate if records are duplicates or master copies (If duplicates, indicate verified location of master copy)
- Indicate if records series is considered to be a *vital record*
- Identify primary purpose of record series (administrative, legal, or fiscal)
- Indicate all media format records series consist of. These may include the following: Paper, microfilm, electronic (magnetic disk, optical image, CD, DVD, etc.), or "Other" (Audio, Video, Photographic, etc.)
- Based on the requesting department's knowledge of the records, state an opinion on recommended retention period for both record copies and duplicates (how long should the records be kept)
- Indicate whether record series will be microfilmed or scanned into an optical imaging system

SECTION III — RECORDS DISPOSITION UPDATE

In order to ensure compliance with state law, the RMLO will send an annual update memo on records disposition to all College administrators. The memorandum will include the departmental records responsibilities assigned to each administrator.

Vice President, Administration & Finance		Date:
Approved by President		Date: