

**Board of County Commissioners
Leon County, Florida**

Policy No. 98-9

Title: Records Management

Date Adopted: October 13, 1998

Effective Date: October 13, 1998

Reference: N/A

Policy Superseded: Policy No. 93-6, "Records Management," adopted
January 12, 1993

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 93-6, entitled "Records Management," adopted on January 12, 1993 is hereby repealed and superseded, a new policy is hereby adopted in its place, to wit:

Every effort shall be made to ensure that offices and work areas do not become cluttered with file boxes and cabinets. Older files, which are rarely used should be stored in the County's Records Retention Center. All records required to be maintained beyond 15 years should be microfilmed. Agencies and departments needing assistance with storage should contact the Division of Facilities Management.

Procedures for Storing and Disposal of Public Records

The Leon County Records Storage Facility is located at the Facilities Management Warehouse, 1907-A South Monroe Street, (850) 488-1948.

1. Copy of the State record schedules according to Chapters 119 and 257, Florida Statutes, can be found on the Internet at, <http://www.dos.state.fl.us.dlis/barm/rules/admin.html>
2. The Records Center will be open from 7:30 AM to 4:30 PM, Monday through Friday.
3. Records Custodians should contact Facilities Management Work Order Coordinator for records storage boxes and labels.
4. Records desired to be stored must be stored in property storage boxes and have the following information on the label: agency or department, contents, contact person and phone number, destruction date. Facilities Management will assign a box number.
5. A quarterly inventory of the boxes your agency or department has stored will be sent to you by Facilities Management.
6. If you need a box retrieved that is stored, you must call in a work order requesting the box number.
7. Each Records Custodian is responsible for completing the Records Destruction form, when required records are to be destroyed, and forward it to Facilities Management. Facilities Management will check and number it, then will forward to the State for approval. Once approval is received from State, Facilities Management will take records to landfill for destroying.
8. Each agency or department will be responsible for landfill destroying fees.
9. Each agency or department must notify Facilities Management if your Records Custodian changes.
10. The Fee Schedule for storage of records shall be as directed by the Board, and reviewed and updated annually by OMB.