



<b>SUBJECT:</b> RECORDS MANAGEMENT	<b>Effective Date:</b> 3-18-13	<b>Policy Number:</b> 5.2	
	<b>Supersedes:</b> Presidential Memorandum #35	<b>Page</b> 1	<b>Of</b> 3
	<b>Responsible Authority:</b> Senior Vice President, Financial Affairs		

## I. APPLICABILITY

This policy is applicable to all University records. The purpose of this memorandum is to establish University policy relative to records management, including the storage, transfer or disposition of all records.

## II. DEFINITIONS

*Record:* Any information created or received in connection with the transaction of official University business, regardless of physical form, characteristics, or means of transmission, including without limitation all documents, letters, maps, books, tapes, photographs, film, sound recordings, data processing software, or other material.

## III. POLICY STATEMENT

### A. The Records Custodians

Pursuant to University Regulation 1.005, the University President is the records custodian over all University records. The President may designate co-records custodians at his or her discretion, including but not limited to: (1) the Vice President for Financial Affairs, for Fiscal and Business Records; and (2) the Director of Human Resources, for Personnel Records. Certain designations pertaining to student records are set forth in University Regulation 4.008. Pursuant to University Regulation 7.002, the Dean of the University Libraries is appointed the Records Management Liaison Officer.

## **B. The Records Management Center**

The Records Management Center in the Office of the Controller is established as the service center for record retention and disposition. The Center has the responsibility to:

1. Provide systematic procedure for the economic use of prime office space and filing equipment by (a) transfer of records to storage facilities or (b) conversion of hard copy to electronic means.
2. Preserve records of continuing value.
3. Promptly and systematically dispose of records which have served their purpose.

The Records Management Center will offer information on techniques and equipment to make storage and retrieval of information more efficient, economical and effective. The Center will coordinate records retention scheduling and records disposition for all units of the University.

Florida law prohibits the disposal of public records unless the disposal is in accordance with retention schedules established by the Division of Library and Information Services (the "Division"). Certain records should be disposed of when the information is no longer needed or current. This can be done, once a time schedule has been established for their retention, i.e., assignment of a minimum time a record type or series must be retained. When records have met retention requirements established on the General Records Schedules, the Records Management Center may initiate disposal action by submitting a "Records Disposition Document Request" form(s) to the Division. When the minimum retention time has expired, records may be destroyed or transferred to the State Archives for permanent preservation (few records merit preservation in archives).

The University is eligible to use the Division's Records Schedule [GS1-SL](#), which provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial, and legal records. The Division's General Records Schedule [GS5](#) for Public Universities and Colleges covers records commonly created and/or maintained by public universities. Additional schedules that may be applicable to certain types of records may be found on the [Division's Website](#).

## **C. Electronic Records**

Records retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of electronic communications (e-mail, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

**D. Preservation of Historical Records**

The Archivist of the University Library is designated as the responsible person for the organization and maintenance of the University's Historical Archives. The function of the Historical Archives is to serve as depository or central information source for all significant University publications, documents, correspondence, minutes of meeting, special reports, and other material of historical value.

**E. College/Division/Department Responsibilities**

The responsibility of reviewing and transferring all stored and inactive records to the Records Management Center should be delegated to a specific individual within each operational area. The duties of that individual would include the following:

1. Periodically survey departmental records to ensure that inactive records are transferred to the Records Center for storage or other disposition.
2. Coordinate with the Records Management Center to obtain information regarding retention and/or destruction of specific records and follow established guidelines of the Center.
3. Identify and separate documents for additional preservation and reference in the University Historical Archives.

**INITIATING AUTHORITY:** Senior Vice President, Financial Affairs

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POLICY APPROVAL  
(For use by the Office of the President)

Policy Number:   5.2  

*Initiating Authority*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

*Policies and Procedures  
Review Committee Chair*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

*President*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Name: \_\_\_\_\_

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Executed signature pages are available in the Office of the General Counsel