

	ADMINISTRATIVE PROCEDURE MANUAL		
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.10 College Records	June 13, 2016		

Purpose

The purpose of this procedure is to establish the requirements for maintaining official records made or received by the College.

Procedure

- A. All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business of the College are classified as public records. These records shall, by statute, be kept by the appropriate record custodians in the buildings in which they are ordinarily used.
- B. In order to control the storage of and access to these records, the College has designated specific operating units to maintain the "files of record" for specific subject areas. The custodians for these files of record will maintain the official file of the College in accordance with State records management guidelines. Detailed procedures relating to records management are presented in APM 02-1403, Records Retention and Disposal.
- C. All College personnel receiving or generating documents pertaining to a subject area listed below should ensure that a copy of the document(s) is forwarded to the designated custodian for filing. In this manner a complete file will be maintained at a single point and personnel other than the designated custodian need not maintain duplicate records and/or files.

Record Class/Type	Custodian
academic calendar	Provost/Vice President of Academic Affairs
accreditation	Vice President of Institutional Advancement
administrative procedures	Records Management Program Coordinator/General Counsel
administrative services	Vice President of Business Services
assessment test scores	Registrar
audit findings	General Counsel
District Board of Trustees Rules	Records Management Program Coordinator/General Counsel
collective bargaining	Chief Human Resource Officer
contractual agreements	General Counsel
curriculum	Executive Dean of Academic Foundations
Equal Employment Opportunity Commission records	Executive Director, Employee Relations & College Equity Officer
facilities	Executive Director, Facilities Management and Construction
federal projects	Director of Grants
finance/accounting	Associate Vice President of Finance



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Record Class/Type	Custodian
Jacksonville Human Rights Commission records	Executive Director, Employee Relations & College Equity Officer
litigation	General Counsel
Office of Civil Rights records	Executive Director, Employee Relations & College Equity Officer
operating calendar	Chief Human Resource Officer
payroll	Associate Vice President of Finance
personnel records	Chief Human Resource Officer
property records	Chief Business Affairs Officer
purchasing records and contracts	Chief Business Affairs Officer
registration calendar	Registrar
student aid	Director of Financial Aid
student records	Registrar

REFERENCE: F.S. Chapter 119, 257.36, 1001.64, 1001.65, Rule Chapters 1B-24 and 1B-26, FAC, Florida Department of State Division of Library & Information Services, Section 24, Article 1 State Constitution

Adopted Date: November 2, 1987

Revision Date: October 7, 2014, January 25, 2016, June 13, 2016