
	ADMINISTRATIVE PROCEDURE MANUAL		
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Purpose

The purpose of this procedure is to establish the actions required to ensure the proper retention and disposition of all records at Florida State College at Jacksonville (FSCJ) in compliance with the law.

Procedure

- A. The College will retain all records, including digital and electronic (email) communication according to the retention schedules set forth by federal law, the Florida Department of State Division of Library & Information Services and in consultation with the College's Records Management Program Coordinator who also serves as the College's Records Management Liaison Officer (RMLO) to the State.
- B. College facilities are designed to allow the storage of three (3) years of paper records within the space assigned to each department. Departments should scan paper records which must be maintained beyond three (3) years and do not need to be kept in paper format. **There are records that may be scanned that also need to be kept in paper format.** If a department has any questions regarding the scanning of documents they should contact the Records Management Program Coordinator.
 1. Records that should be scanned may include, but are not limited to, the following:
 - a. Certain student records, financial aid records, payroll records, fiscal records and curriculum records.
 - b. Personnel records
 2. Records that should not be scanned may include (but is not limited to) the following:
 - a. Patient files, grant project accounting files, certain portions of student records, certain financial aid records, payroll records, fiscal records and certain legal records.
- C. All requests to transfer paper records to the Administrative Support Facility (ASF) located at 11 West State Street, Jacksonville, FL 32202 must be approved in advance by the Records Management Program Coordinator. Departments should contact the Records Management Program Coordinator regarding instructions for the proper packing and labeling of paper records eligible for storage. Once cleared for pickup and storage, the Records Management Program Coordinator will notify the Central Stores Manager, or designee, and coordinate arrangements with the department.
- D. The procedures for the disposition of public records are outlined in federal law and Chapter 1B-24, Florida Administrative Code. The College continues to be responsible for all records created since the start date of the College until the record has been destroyed pursuant to approved retention and disposition guidelines, including any relevant records created by private entities acting on behalf of the College. Therefore, records that are "missing" remain the legal responsibility of the College. Records, including digital and electronic (email) communication, should be destroyed as soon as legally possible.

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1. The general requirements for disposing of public records are as follows:
 - a. the records (regardless of format) must meet all retention requirements; and
 - b. Departments must internally document the disposition of any paper public records in their custody. A Disposition List template is available on the Office of Records Management webpage to assist departments with this requirement.

2. Records which contain sensitive data must be disposed of in a secure manner (employee information, student information, confidential information, etc.).

- E. Electronic records are to be retained no longer than the retention period specified by federal law or as outlined in the State of Florida's General Records Schedules (whichever retention period is longer). At least once per year and to the extent that is technologically possible, Personally Identifiable Information (PII) contained in electronic records beyond their mandated retention period and maintained in any college enterprise systems will be purged by the Information Technology department or designated system administrator. Retention and timely disposition of PII contained in electronic records held at the individual or department level is the responsibility of the employee retaining the information. Documentation will be provided and retained for records requiring longer retention.

- F. Departments should work with their designated campus level or designated administrative unit records management coordinators during the processes outlined above. Employees should refer to the Office of Records Management webpage for further resources or contact the Records Management Program Coordinator:

Records Management Program Coordinator
 Florida State College at Jacksonville
 501 West State Street
 Jacksonville, FL 32202
 (904) 632-3196
catherine.hodges@fscj.edu

REFERENCES: 2 CFR 200, F.S. Chapter 119, 257.36, 1001.64, 1001.65, Rule Chapters 1B-24 and 1B-26, FAC, Section 24, Article 1 State Constitution

Adopted Date: October 7, 2014

Revision Date: January 25, 2016, February 13, 2019, May 17, 2023