

Office of the President  
University Policy

<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. 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](#)

