



# POLICY

TITLE: Records Management Program

NUMBER: BCC-22  
CANCELS 12/14/06  
APPROVED: 9/25/07  
ORIGINATOR: County Attorney  
REVIEW: 9/25/2010

## I. OBJECTIVE

To establish and maintain an active and continuing program for the economical and efficient management of public records which allows ease of public access; responsive compliance with requests for public records; and disposition of public records in the manner prescribed by law.

## II. DEFINITIONS AND REFERENCES:

- A. Chapter 119, Florida Statutes – Public Records
- B. Section 257.36, Florida Statutes – Records and Information Management and Section 257.36(5)(a) Records Management Liaison Officer (RMLO)
- C. Rule 1B-24, Florida Administrative Code – Public Records Scheduling and Disposition
- D. Rule 1B-26, Florida Administrative Code – Records Management Standards and Requirements
- E. Rule 1B-26.003, Florida Administrative Code - Electronic Recordkeeping
- F. Records Custodian – a person or persons appointed by the director of each county department to oversee the management, retention and timely disposition of their office records, whether maintained on-site or stored at the Records Management Center.
- G. Records Management Center – a location where archived County records are maintained during their state minimum retention period and are available for public inspection.

- H. Records Management Liaison Officer – the County Attorney, as the individual appointed by the Board of County Commissioners to serve as the primary point of contact between the agency and the state's record management program for the purpose of establishing and maintaining an active and continuing program for the economical and efficient management of records in compliance with the requirements of chapters 119 and 257 Florida Statutes, as well as implementing rules in rules 1B-24 and 1B-26 Florida Administrative Code.
- I. Public Records –any document or media image, regardless of physical form or characteristics, that is made or received in connection with the transaction of official agency business and that is intended to perpetuate, communicate, or formalize knowledge of some type.
- J. Records Retention Schedule – a records schedule outlining series numbers, inclusive dates and minimum retention periods of an agency's records. The State of Florida's General Record Schedule GS1-SL is adopted by Brevard County for use in all county departments. The use of department-specific schedules such as the GS2 (Law Enforcement), GS8 (Fire Department) and the GS15 (Public Libraries) are also adopted for use.
- K. Records Disposition Compliance Statement – a signed annual statement attesting to the agency's compliance with records disposition laws, rules and procedures.
- L. Records Ombudsperson - the individual appointed by the County Manager to coordinate responses to requests for public records.

### III. DIRECTIVES

- A. The County Attorney is appointed as the Records Management Liaison Officer (RMLO) required by Section 257.36(5)(a), Florida Statutes.
- B. The Board hereby creates a Records Management Center for the purpose of storing and providing public access to Brevard County's inactive public records. The center will function as offsite storage for those departmental records that meet the criteria for long term retention. Where storage at the Records Management Center is not practical or economically feasible, the County Manager may approve alternative locations for the storage of departmental records, provided those records are made available for public inspection and the locations of those facilities are accessible for public records or litigation discovery requests, as needed.
- C. The Brevard County Attorney's Office shall be designated as the agency assigned with the oversight and implementation of state records policies and procedures, including custodial requirements, maintenance, preservation and retention. The County Commission, through the Brevard County Attorney or the County Attorney's designee, will be responsible for training the appointed departmental


records custodians in the maintenance and disposition of departmental public records, including public records kept in electronic form, in accordance with the provisions of chapter 257, Florida Statutes; chapter 119, Florida Statutes; and Rules 1B-24 and 1B-26 of the Florida Administrative Code.

- D. The Director of each county department shall assign a Records Custodian who will be responsible for the maintenance, retention and final disposition of the records and files of the department, as well as coordination with the County Manager's Records Ombudsperson in providing responses to requests for public records. The Records Custodian shall also be responsible for preparing state records disposition forms for submittal to and approval by the RMLO and, upon request of the RMLO, for providing an inventory of document management software used by the Department in order to assure the software complies with state laws and regulations.
- E. The RMLO will be the designated liaison to the State's Division of Library and Information Services of the Department of State with regard to issues relating to compliance with state laws and rules governing the maintenance, storage and disposition of the county's public records. The RMLO will also be responsible for executing the annual Records Disposition Compliance Statement attesting to the County's compliance with records disposition laws, rules and procedures.
- F. The Information Technology Department will consult with the RMLO prior to software acquisitions related to electronic records management in order to assure the program's compliance with Rule 1B-26, Florida Administrative Code - Electronic Recordkeeping Standards and Requirements.

#### IV. RESERVATION OF AUTHORITY

The authority to issue or revise this policy is reserved to the Board of County Commissioners.

BOARD OF COUNTY COMMISSIONERS  
BREVARD COUNTY, FLORIDA

  
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Jackie Colon, Chair

As approved by the Board Sept. 25, 2007