



POLICY

Title: Records Management Program

Number: BCC-22
Cancel: 03/05/2013
Approved: 10/06/2015
Originator: County Attorney
Review: 10/06/2018

I. PURPOSE

To establish a records management program that provides efficient, economical, and effective control over the creation, utilization, preservation, protection, storage, public access and final disposition of agency records.

II. REFERENCES

- A. Chapter 119 Florida Statutes - Public Records Act
- B. Chapter 257.36 Florida Statutes - Records and Information Management
257.36(5) (a) Records Management Liaison Officer (RMLO)
- C. Florida Administrative Code
Rule IB-24 - Public Records Scheduling and Disposition
Rule IB-26 - Records Management Standards and Requirements
Rule I B-26.003 - Electronic Recordkeeping
- D. General Records Schedules: GSI-SL State and Local Government Agencies; GS2 Law Enforcement, Correctional Facilities and Medical Examiner; GS8 Fire Department; GS 14 Public Utilities and, GS 15 Public Libraries
- E. AO-47-Coordination of Public Records Requests, Administrative Order
- F. AO-62 Emergency Preparedness Program, Administrative Order

III. DEFINITIONS

- A. **Records Custodian** - an employee appointed by the director of each county department to oversee the management, retention and timely disposition of their records, whether maintained on-site, offsite, in electronic systems or stored at the Records Management Center.
- B. **Records Management Center** - a location where County records are archived for long-term or permanent retention.
- C. **Records Management Liaison Officer (RMLO)** - the County Attorney or the County Attorney's designated employee responsible for directing and administering the County's Records Management Program.
- D. **Records Manager** - an employee responsible for overseeing the operation of the Records Management Center.

- E. Records Coordinator** - the individual appointed by the County Attorney to coordinate the responses of the departments to requests for public records that are received.
- F. Public Records Request Tracking Software** - a software program utilized by the County staff and monitored by the appointed Records Coordinator to assist staff in assuring records requests are addressed in a timely manner.
- G. Records Emergency Action Plan (REAP)** - a plan for the assessment, recovery and restoration of public records in the event of a natural disaster or emergency.

IV DIRECTIVES

It is the purpose and intent of the Board of County Commissioners to establish procedures for the management of County records. To that end, all department directors under the supervision of the County Manager shall:

- A.** Adopt the general records schedules prepared by the State of Florida Records Management Program or develop agency specific records schedules.
- B.** In coordination with the Records Manager and RMLO, ensure that Brevard County complies with state laws governing the creation, maintenance, preservation, disposition and public access to all non-exempt public records regardless of physical form or characteristics that are intended to perpetuate, communicate or formalize knowledge related to county business.
- C.** Reduce the quantity of duplicate records by identifying the record keeper of the official agency or record copy.
- D.** Identify, protect and assure the appropriate preservation of all records of permanent or historical value.
- E.** Operate the Records Management Center through the creation and maintenance of electronic databases for each department transferring records for archive purposes and provide systematic review of all records eligible for destruction.
- F.** Enforce systematic destruction of records that have met their retention requirement and to create a record of the destruction with a detailed disposition document, reviewed and authorized by the RMLO. Florida Statutes Chapter 119.021 (b)(3).
- G.** Through the RMLO, provide records management training to appointed records custodians and other county employees responsible for agency records through individual and group instruction.

- H. Upon request of the RMLO, provide updated information from the department Records Custodian on the status of agency records stored in leased off-site locations, including electronic records maintained in records software programs or network locations.
- I. Upon request of the RMLO, provide updated information identifying the location of essential records to support the Records Management Emergency Action Plan (REAP) included as part of the county's Comprehensive Emergency Action Plan (CEMP).
- J. Consult with the RMLO prior to software acquisitions related to electronic records management in order to assure the programs compliance with Rule 1 B-26.003, Florida Administrative Code Electronic Recordkeeping Standards and Requirements.

V. RESPONSIBILITIES

- A. The County Manager shall assure that each Department Director:
 - 1. Appoints a Records Custodian for their department.
 - 2. Cooperates with the Records Management Liaison Officer to assure proper administration and implementation of the County's Records Management Program.
 - 3. Issue administrative orders that direct all staff in the appropriate retention and storage of Public Records based on the directives listed herein and applicable Florida law.
- B. The Department Records Custodian shall:
 - 1. Serve as a liaison between the Records Management Liaison Officer, the Records Manager, and the department.
 - 2. Oversee the creation and maintenance of departmental records and prepares required documents for records transfers to the Records Management Center and disposition forms for records destructions.
 - 3. Be responsible for the application of retention schedule item numbers for department records and knowledge of document-type lifecycles.
 - 4. Be responsible for providing the Record Manager a yearly report identifying the location of the department's essential, long term, and archived records.
 - 5. Be responsible for using the Public Records Request Tracking software for all public records requests.
 - 6. Be responsible for compiling responsive documents to Public Records Requests while working with the Records Coordinator in ensuring that complete and timely responses are provided to requestors.
- C. The Records Manager shall:
 - 1. Provide information and assistance to department records custodians in the preparation of records transfer documentation, for off-site storage, etc.
 - 2. Receive transferred boxes of records and selects location for storage.

3. Work with each department storing records in the Records Management Center to create and maintain searchable electronic databases for storing records at the Records Management Center.
4. Notify departments when their stored records have met their minimum retention requirement; assist in the creation of disposition documentation and arrange appropriate destruction.
5. Review retention schedules regularly providing updates to department records custodians in order to ensure document lifecycle retention requirements.

D. The Records Management Liaison Officer (RMLO) shall:

1. Serve as a liaison between the State of Florida Records Management Staff and Brevard County; Florida Statutes Chapter 257.36(5)(a).
2. Oversee Brevard County's Records Management Program by providing effective control over the identification, appraisal, maintenance, protection, preservation, transfer, retention and destruction of all county records.
3. Review the Records Disposition documents and authorizes destruction.
4. Offer training for department Records Custodians and updates or revisions to the Brevard County Records Management Manual.
5. Supervise the operation of the Records Management Center.
6. Prepare yearly Records Compliance Statements required by the state.
7. Report all Records Management Program concerns to the County Administration.

E. The Records-Coordinator shall:

1. Coordinate all Brevard County Public Records Requests as outlined in AO-47, Public Records and Information Requests.
2. Monitor the Public Records Request Tracking software-implemented by Information Systems for use by all departmental records custodians.


VI. COMPLIANCE RESPONSIBILITY

No county official or employee has, by virtue of their position, any personal or property right to public records created, compiled or recorded by that official or employee. The unlawful destruction, removal, and use of public records is prohibited.

VI. RESERVATION OF AUTHORITY

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

ATTEST:



Scott Ellis, Clerk

Board of County Commissioners, Brevard County

BY:



Robin Fisher, Chairman

As approved by the Board on 10/6/15