



Policy Manual

Title: Reproduction, Duplication, Maintenance, and Destruction of College Records	Number: 6Hx2-2.09
Legal Authority: <i>Fla. Statutes 119.011 (1); 119.021; 119.031; 119.041; 119.07; 240.139</i>	Page: 1 of 1

Public Records. College records are public records that are governed by *Florida Statutes*, Chapter 119. “Public records” includes all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

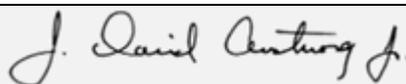
Custodian. The President or his/her designate is authorized to maintain a records management system and to see that all records are reproduced and destroyed in accordance with *Florida Statutes*. The copy shall then have the force and effect of the original. Records shall be maintained according to standards comparable with those prescribed for agencies by the Division of Archives, History, and Records Management, Florida Department of State.

All records should be kept in the buildings in which they are ordinarily used, and personnel records shall be kept in locked containers certified against damage from fire for at least one hour. If a record has to be copied, it should be attested and certified under oath that it is an accurate copy of the original.

Inspection, Examination, and Duplication of Records. The custodian shall permit records to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under the custodian’s supervision. The custodian shall furnish a copy or a certified copy of the record upon payment of the appropriate fee as provided by *Florida Statutes*, Chapter 119.07.

Destruction of Records. Records no longer needed shall be systematically disposed of, subject to the consent of the records and information management program of the Division of Library and Information Services of the Department of State. Originals of records reproduced on microfilm may be disposed of as the custodian sees fit.

History: *Revised on March 19, 1991; revised, combined with Policy 2.23 (College Records), and re-titled on April 16, 1997; reformatted October 4, 2013*

Approved by the Board of Trustees	Date 10/4/2013	President’s Signature 	Date 10/4/2013
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