

Procedure Manual



Title: Reproduction, Duplication, Maintenance, and Destruction of College Records	Number: A6Hx2-2.09
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Storage of Records. Departments wishing to move records outside of their local office storage area shall requisition record storage boxes from college stores. After packing and sealing the cartons, the department should complete a Records Center Storage/Retrieval Request form (RIM-3) per the instructions on the reverse side of the form and inform records storage of the total number of boxes to be stored. Records storage will assign the department a storage location to be noted on the BCC Record Storage Label/Locator Card (RIM-2), which must be affixed to each carton as noted in the instructions on the reverse side of the form. The department shall ensure proper preparation and distribution of the RIM-2 and the RIM-3. Material services will pick up the records and store them in the assigned locations.

Destruction of Records. When records have met the retention requirements established by the General Records Schedule GS5, the property control clerk shall initiate disposition action by submitting a Records Disposition Request form (LS5E107) to the Division of Florida Colleges. Approval of this request authorizes the disposition of the listed records and serves as a certificate of records destroyed. To assure that records are not prematurely destroyed or that records to be destroyed do not have an immediate or urgent value beyond the original retention period, the Records Disposition Request must be submitted before actual disposition is carried out. The exception is those records noted in GS5 with a retention until "obsolete, superseded or administrative value is lost;" such records are not required to be submitted on a disposition request form prior to disposal.

Recommending Officer's Signature: <i>Linda Howdyshell</i>	Date: 10/4/2013	President's Signature: <i>J. David Anthony Jr.</i>	Date: 10/4/2013
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