

TO: ALL COUNTY PERSONNEL

**FROM: VERDENIA C. BAKER
COUNTY ADMINISTRATOR**

PREPARED BY: OFFICE OF FINANCIAL MANAGEMENT & BUDGET(OFMB)

SUBJECT: RECORDS MANAGEMENT PROGRAM

PPM# CW-R-001

<u>ISSUE DATE</u>	<u>EFFECTIVE DATE</u>
October 18, 2023	October 18, 2023

PURPOSE:

To provide authority, policies, and procedures to maintain an active, continuing program for the economical, efficient, and legal management of records by departments and offices under the Board of County Commissioners.

UPDATES:

Future updates to this PPM are the responsibility of the Director of OFMB.

AUTHORITY:

- Palm Beach County Administrative Code Section 405.00, as may be amended.
- Florida Statutes Chapters 119 and 257, as may be amended.
- Florida Administrative Code, Rule 1B-24 – 1B-27, as may be amended.
- State of Florida Electronic Records: Records Management Practices, as may be amended.
- State of Florida General Records Schedule GS1-SL State and Local Gov't Records, as may be amended.

POLICY:

Palm Beach County is committed to a comprehensive records management program to insure that public records are created, used, maintained, and disposed of economically, effectively and in accordance with Florida Statutes and the goals of public accountability.

PROCEDURES:

1. **Coordination**

Each department/office shall appoint one Department Records Management Coordinator (DRMC). The coordinators will be responsible for preparing and coordinating records inventories, Requests for Retention Schedules, and Records Destruction Requests. In addition, coordinators will oversee the preparation of records for on-site inactive storage

and transfer to approved off-site storage. Each department/office shall submit a completed Records Management Coordinator Authorization form (Attachment A) to the County's Records Management Liaison Officer (RMLO) indicating its DRMC.

2. **Training**

The training and information program for DRMC's will be maintained by the -RMLO. The program will include workshops, seminars, on-site visits, consultation, and "hands-on" training in all phases of records management. Emphasis will be on compliance with Florida Statutes Chapters 119; Florida Administrative Code (FAC) Rules 1B-24, 1B-26 and 1B-27; and in operating an efficient and cost effective records management program.

3. **Inventory**

A complete inventory of active and inactive records will be performed in each department/office. Data obtained from the inventories will be used to determine and establish required retention schedules, as required by the State.

4. **Retention Schedules/Purging**

Records Destruction Requests will be initiated by the Custodians (or their designees) and submitted to the DRMC for records that have met required scheduled retention periods.

After schedules are fully approved, these records will be examined and Requests for Records Destruction will be prepared by the Custodians (or their designees) when retention periods have been met.

5. **Off-Site Storage**

Records shall be stored in accordance with state Public Records Storage Guidelines for safety, security, and economy.

Until such time as a County owned and/or managed facility is provided, all long-term (10 years or more) inactive records shall be stored in a commercial record center that meets state guidelines and County requirements.

Title to any record contained in off-site storage will remain with the department/office that transferred the record to the storage facility. No record will be destroyed without written permission of the title holder, RMLO, Internal Audit, and the County Attorney's Office.

6. **Microfilming / Digital/ Electronic Documents**

A thorough analysis of retention requirements, condition of source documents, availability of manpower and/or budget resources, and the ability to meet the standards set by F A C Rule 1B-26 must be completed before a digital/electronic project is undertaken. Departments must obtain the concurrence of the RMLO for the proposed microfilming application. Departments may request the RMLO's assistance in the analysis of the appropriate variables for the proposed application.

7. **Standards and Quality Control**

A. The rules of the Department of State, FAC, Rule 1B-24 “Records Management Standards and Requirements”, are the standards established and maintained for the County’s records management program.

F A C , Rule 1B-26 and PPM CW-R-002, Microfilm Quality Control, are the standards established and maintained for the County’s microfilming programs.

FAC, Rule 1B-26.003 and PPM CW-R-005, Electronic Records-Management and Public Access are the standards established and maintained for the County’s electronic records.

B. All Records Destruction Requests will be reviewed by the Internal Auditor and the County Attorney’s Office to ascertain if any suits are pending or if any audits are still in progress.

C. Audits of records policies, procedures, microfilm quality control and inactive storage will be conducted by the Internal Auditor.

D. Records will be made available for inspection and copying by the public in accordance with Chapter 119, F.S.

E. Security of records will be maintained by the use of out-guides, physical surveillance and an authorized access policy and procedure during work hours. All records storage sites shall be locked after work hours.

F. The Records Management Training Manual issued by the RMLO, shall be the official document of policy/procedures for records management.

Responsibilities

A. **Records Management Liaison Officer**

1. Provide information and training in all phases of records management to County Employees.
2. Direct the research and preparation of Records Retention Schedules and Records.
3. Review Destruction Requests and coordinate the approval process.
4. Monitor, coordinate, and maintain quarterly data and authorizing disposal of public records, and report it annually.
5. Monitor initiation of County microfilm programs, conversion of documents scanned into an electronic format, or storage of digital documents, where applicable.

B. Departments/Offices

1. Designate a Records Management Coordinator for the department/office with the appropriate position and experience to successfully carry out the responsibilities of records management.
2. Ensure that proper training of the coordinator and other employees is accomplished.
3. Encourage professional development in the area of records management and commit appropriate resources to the program.
4. Monitor the off-site storage of public records.
5. Coordinate the efforts to relocate vital and long-term records to approved storage.
6. Ensure that records that they are responsible for, which are also kept by other agencies and offices, are maintained by the Department for the required retention period as they are the master copy. Records maintained by the other agency/office are not considered the master copy.



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Supersession History:

1. PPM #CW-R-001, effective 7/1/88
2. PPM #CW-R-001, effective 4/23/91
3. PPM #CW-R-001, effective 8/1/95
4. PPM #CW-R-001, effective 03/01/10
5. PPM #CW-R-001, effective 04/08/15
6. PPM #CW-R-001, effective 12/01/15

DEPARTMENT RECORDS MANAGEMENT COORDINATOR AUTHORIZATION

Department Records Management Coordinator Duties &
Responsibilities

1. Maintain Records Management Manual. Copy and distribute portions to staff, as needed.
2. Schedule records management training for staff.
3. Process destruction forms to the RMLO. Assist staff in selecting the appropriate retention schedules for records designated for authorized disposition.
4. Oversee the preparation of records for storage and transfer to approved off-site storage.

This is to certify that the below named individual is the DRMC for the Department/Office named below:

Name: _____

Title: _____

Dept: _____

Authorized By:

Department Director/Assistant Director

Date

Acknowledged By:

DRMC's Signature

Date