

TO: ALL COUNTY PERSONNEL

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

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

SUBJECT: ELECTRONIC RECORDS MANAGEMENT SYSTEMS

PPM #: CW-R-005

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ISSUE DATE
August 17, 2016
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EFFECTIVE DATE
August 17, 2016
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PURPOSE:

To provide policies and procedures mandated by state law for the management of public records created, received, maintained, accessed, stored, or archived on electronic record-keeping systems.

UPDATES:

Future updates to this PPM are the responsibility of the Director of the Office of Financial Management & Budget.

AUTHORITY:

1. Florida Statutes, Chapter 119, Public Records Act, as may be amended.
2. Palm Beach County Administrative Code, Section 405, as may be amended.
3. Florida Statutes, Chapter 257, Section 36, Records and Information Management, as may be amended.
4. Florida Administrative Code, Chapter 1B-24, as may be amended.
5. Florida Administrative Code, Chapter 1B-26, as may be amended.
6. PPM #CW-R-001 - Records Management Program, as may be amended.

POLICY:

Palm Beach County is committed to a comprehensive records management program that insures that all public records are managed economically, effectively, and legally. Departments and offices under the Board of County Commissioners shall insure that these policies and procedures are followed for all records on electronic record-keeping systems under their control.

AUTHORITY AND RESPONSIBILITY:

The Director of the Office of Financial Management and Budget (OFMB) is hereby authorized to insure the County's compliance with the electronic records requirements of Florida Statutes and Florida Administrative Codes.

The Director of the Information Systems Services (ISS) Department is hereby authorized to enforce standards relating to information systems hardware, software, storage media, systems access, and security to insure compliance with the law. As the County's information systems resource manager, the ISS Director shall insure that solicitations for the purchase or rental of hardware, software, and electronic record-keeping systems shall give due regard to records management and public access requirements.

Department directors shall insure that all employees who maintain records in an electronic format are familiar with these requirements. Department directors shall also require their staff to be trained in the management of records.

PROCEDURES:

These procedures apply to:

- (1) All electronic records, including numeric, graphic, sound, video and textual files/information recorded or transmitted in analog or digital format, in any machine-readable format, of any software.
- (2) All electronic media forms including magnetic media such as tapes, disks (hard or floppy), and optical disks.
- (3) All electronic record-keeping systems including (but not limited to) micro-, mini-, and parallel processing (mainframe) computers, and image recording systems (regardless of storage media), in network or stand-alone configurations.

General Records Management Procedures Required For All Records

The procedures for record series inventory, retention scheduling, and disposal are the same as for other record media (paper, film, etc.). Record series must be inventoried and scheduled to establish retention periods, and records may not be destroyed without proper authorization on County destruction forms. Procedures, instructions, and blank forms for record series inventory, scheduling, and disposal are provided by the Records Management Liaison Officer (RMLO). Training in these procedures is provided annually through Human Resources. Additional general procedures provided in this section are:

1. **Determination of Scheduled Retention**

As in all cases involving the determination of scheduled retention for any record, regardless of the medium, refer to CW-R-001 and the State of Florida General Records Schedule GS1-SL.

2. **Maintenance/Storage - Short Term Records (Retention is 10 Years or Less)**

Tapes, disks, and other electronic storage media should be kept in a secure, temperature- and humidity-controlled environment.

Internal systems controls should be applied to insure the safety and security of electronic records until the complete scheduled retention period has been met and proper disposal procedures have been followed. Consult ISS for assistance in creating appropriate systems control procedures.

Storage media must have a proven life expectancy equal to, or exceeding, the retention period of the records. If the storage media does not meet this requirement, the records must be transferred/copied to a machine-readable medium that does meet the requirement. In the alternative, the records must be recopied to a new media before its life expectancy has been reached and before any data has been lost or damaged. If this is not possible/feasible, then a record (master) copy of paper or film must be retained to meet the retention requirement. If the life expectancy of the storage media is not known, contact the department/division employee in charge of procurement to obtain the manufacturer's guarantee.

NOTE: Maintenance/storage procedures for long-term records (retention is more than 10 years) are provided in FAC 1B-26.

3. **Back-up**

Electronic records shall be backed-up (duplicated) on a regular basis. The back-up records shall be maintained at a separate location.

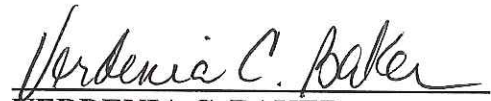
The employee responsible for back up of data and software shall be identified, and the process shall be documented within each Department.

Surge suppression devices shall be utilized wherever possible/feasible.

Contact the ISS Department for information relating to support of hardware/software and approval of back-up and security procedures for electronic records.

4. **Retrieval/Access**

A file-naming method shall be developed by each Department for electronic records, using techniques such as file name extension and directory designation. A system for indexing and cross-referencing shall be developed. Records shall be labeled and documented to indicate the hardware, software, and operating system necessary to regenerate the documents.


VERDENIA C. BAKER
COUNTY ADMINISTRATOR

Supersession History:

1. PPM #CW-R-005, dated 06/01/1994
2. PPM #CW-R-005, dated 07/18/1996
3. PPM #CW-R-005, dated 11/10/2003
4. PPM #CW-R-005, dated 09/01/2011