

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Preservation and Disposal of Records	NUMBER: 03-25AP
AUTHORITY: Florida Statute: 119.011(12), 119.021, 257 Florida Administrative Code: 1B-24.001, 1B-24.003, 6A-14.0261	SEE ALSO: <ul style="list-style-type: none">• Board Policy 03-25: Preservation and Disposal of Records• Records Disposition Document
UPDATED: 02/21/14	

It is the responsibility of Tallahassee Community College (hereafter TCC or the College) to ensure a records management process that promotes the efficient, effective, and economical management of public records while maintaining the information in an available format. Therefore, the College must establish, maintain, and dispose of public records in accordance with the State's official records retention schedule and disposition.

The Human Resources department is the official records manager for the College.

A. Records Management Instructions

1. A records disposition request is received in Human Resources from a College department. Items 1-5 must be accurately completed. Make sure the schedule number is a GS5 number.
2. Item 6 (Custodian/Records Management Liaison Officer) is signed by the TCC Human Resource Director or their designee.
3. The form is assigned a number and appropriate information recorded in the Records Management Information Book found in the Human Resource office.
4. Make a copy for the Department's records management book and then placed in the pending section.
5. Mail the original to the Bureau of Archives and Records Management.

6. When the original is returned with the appropriate signatures and approval, the original form will be filed in the Completed Section of the Records Management Information Book.
7. A copy of the approved form to is then sent to requestor/originator.

B. Registrar's Office Records Disposal

Based on the General Records Schedule (GS5) for Public Universities and Colleges established by the Department of State the /Registrar's office stores the documents that will need to be disposed of following the official minimum length of time the record series must be retained.

1. Once the official minimum length has been retained, the Registrar fills out the Records Disposition Document, which can be obtained from the Human Resources office or the Florida Department of State website at <http://dlis.dos.state.fl.us/barm/forms/dispositiondoc.pdf>. This form includes the schedule number and item, title, retention timeframe, dates, volume in cubic feet and person who is submitting the form.
2. After Human Resources approve the form, it is returned to the Registrar for action to proceed with the disposal of records.
3. The Registrar's office uses Shred-It as the official records disposal agent and this is completed on College premises. A staff member in the Registrar's office is required to be present while all records are disposed and a certificate of destruction is issued once all records have been shredded.
4. Once all records have been properly disposed, the Registrar signs Item #7 on the Records Disposition Document.
5. The completed Records Disposition Document is returned to Human Resources.