

# MANUAL OF POLICY

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**POLICY NUMBER:** I-25

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**POLICY TITLE:** Retention and Destruction of Records

**LEGAL AUTHORITY:** FLORIDA STATUTES 119.07 AND 257.36

**DATE OF LAST REVIEW:** 9/29/2005, 6/19/2007, 7/21/2009, 7/19/2011 and 7/16/2013


**DATE OF BOARD ACTION:** 5/31/1983, 9/21/1999 and 9/29/2005

Institutional records at Miami Dade College will be managed in accordance with requirements outlined in Chapter 119, Florida Statutes, Florida Public Records Law, and Section 257.36, Florida Statutes, Public Records and State Libraries. A "public record" is defined as any record "regardless of physical form or characteristics, made or received...in connection with the transaction of official business." (Chapter 119, F.S.).

Prior to disposing of any record or official document, the College will establish retention and destruction schedules for the appropriate categories of documents which they accumulate (i.e., general correspondence, student records, personnel records, financial data, etc.). Retention and destruction schedules must be approved by the Division of Libraries and Information Services, Florida Department of State, prior to taking any action to dispose of records on file. Records approved for destruction by this agency will be disposed of in accordance with Florida law.

Individual campuses will initiate and monitor ongoing records management activities. District departments on the campus will do the same for the records under their control. All areas of the College will undertake periodic inventory of their records in order to maintain the volume of paper in current files at a reasonable level. As inventories of existing records are completed, retention schedules and requests for approval to destroy those documents which have been held the legally-required amount of time should be forwarded to the College Property Management Department for submission in writing to the Division of Library and Information Services on the Records Disposition Compliance Statement Letter received annually. Destruction of outdated records will take place each fiscal year after approval is received. Records will be stored at the College Consolidated Warehouse for the number of years indicated on the schedule. For instructions on how to manage records that may have archival value reference Policy I-26, College Archival and Special Collections., for instructions.

The College Property Management Department will serve in a college-wide coordinative role for purposes of assigning numbers to request forms, corresponding with the Libraries and Information Services, and maintaining a centralized file of records management activities for the College. Forms, guidelines and instructions for the processing of retention and destruction schedules are available on the College website or by calling the Property Management Department.

	7/16/13
<b>CHAIRMAN</b>	<b>DATE</b>