

ADMINISTRATIVE RULES

Title:

RECORDS MANAGEMENT

Identification: 6HX-10-5.010

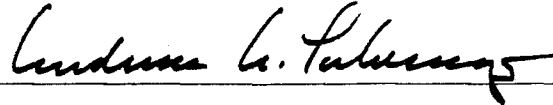
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Effective Date: February 19, 1992

Authority:

F.S. 267.021; 267.051; 267.042; 119.011
SBE 6A-14.0247; 6A-14.0262

Signature/Approval:



PURPOSE

The purpose of this administrative rule is to establish College policy for records management at Hillsborough Community College.

RULE

The President will ensure that the College maintains an active and continuous records management program, which will include the creation, distribution, storage, disposition and preservation of public records at the College.

Public records include any documents, paper(s), letters, maps, books, tapes, photographs, films, sound recordings or other material produced or received by the College, pursuant to a law(s) or ordinance(s), or in connection with the transaction of official College business.

The President will designate records custodians for the vital, permanent or archival records at the College. In addition, the President will designate the Records Management Officer who will ensure that the College, through the designated records custodians, complies with the rules established by the Division of Archives, History and Records Management of the Department of State.

The College will adhere to a disposal program for records series that do not have sufficient legal, fiscal, administrative or archival value, in accordance with the General Retention Schedule established by the Division of Archives, History and Records Management. The President will ensure that the College does not destroy or dispose of any records without prior approval from the Division.