

# ADMINISTRATIVE RULES

<b>Title: RECORDS MANAGEMENT</b>	<b>Identification:</b> 6HX-10-6.14
	<b>Page:</b> 1 of 1
	<b>Effective Date:</b> 12/06/17
<b>Authority:</b> FS 1001.64; 1001.65; 267.021; 267.051; 267.042; 119.011	<b>Signature/Approval:</b> Dr. Ken Atwater

## PURPOSE

This administrative rule establishes College policy for records management at Hillsborough Community College (HCC).

## RULE

The College maintains an active and continuous records management program, which includes not only the designation of records custodian, but also the creation, distribution, storage, disposition and preservation of public records in accordance with Florida's public records and records management laws, including the regulations of the Division of Archives, History and Records of the Department of State.

For those records that do not have sufficient legal, administrative or archival value, the College adheres to a disposition policy in accordance with the General Records Schedule established by the Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management.

The College is required to complete an annual Compliance Statement certifying the College has maintained and disposed of public records in accordance with established records retention schedules and statutory and regulatory requirements.

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**History:** Adopted: 11/17/93; Revised: 8/30/06; Formerly: 6HX-10-5.010