

6Hx19-1.31 MANAGEMENT OF COLLEGE RECORDS

The purpose of this Board Rule is to establish Board policy regarding the management of College records.

The College shall adhere to the guidelines for records management as developed by the Florida Department of State, Division of Library and Information Services.

For federal grants, the college shall adhere to the record retention requirements outlined in 2 CFR 200.333 Retention Requirements for Records or Florida Statutes Chapter 119, whichever is greater.

The College recognizes that records management is more than retention, storage, and disposition of records. It entails all record-keeping requirements and practices that enable the College to maintain control over information flow and administrative operations. The College's records management procedures ensure that the institution protects the security, confidentiality, and integrity of its student academic records, personnel records, and other records, regardless of the medium in which the record exists., The President shall appoint a Records Management Liaison Officer (RMLO) to serve as the primary contact between the College and the Florida Department of State, Division of Library and Information Services.

Rule Adopted: 12/17/91; 10/21/97; ■2/14/05; 11/18/08; 02/16/16

Effective Date: 12/17/91; 10/21/97; ■2/14/05; 11/18/08; 02/16/16

Reviewed:

President's Administrative Leadership Team – Non- Substantive/Editorial: August 27, 2018

Legal Authority:

General Authority: Florida Statutes: 1001.64; 1001.65

Other References: 2 CFR 200.333

Law Implemented: Florida Statutes: 1001.64(1)(2)(4)(43); 1001.65(1)(16)(24)
119; 257.36;

Proposer: Timothy L. Beard, President

■President's Cabinet Approval Non-Substantive/Editorial