

## **6Hx19-1.31 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 Section 200.334, Retention Requirements for Records, or Florida Statutes Chapter 119, whichever prescribes a longer term for retention.

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 College 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 Initially Adopted: 12/17/91

Revision Dates: 10/21/97; 11/18/08; 02/16/16; 1/20/26

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;