

FLORIDA	OFFICIAL
POLYTECHNIC	UNIVERSITY
UNIVERSITY	POLICY

Subject/Title: Record Retention Policy
FPU Policy Number: FPU-1.0122P
<input checked="" type="checkbox"/> New Policy <input type="checkbox"/> Major Revision of Policy <input type="checkbox"/> Minor Technical Revision of Policy
Date First Adopted: 8.26.14
Date Revised:
Responsible Division/Department: Library
Initiating Authority: General Counsel

A. APPLICABILITY/ACCOUNTABILITY: This policy is applicable to all University records and provides guidance for complying with Chapters 119 and 257 of the Florida Statutes.

B. POLICY STATEMENT: Faculty, staff and employees should manage all University records to meet legal standards for protection, storage and retrieval related to records; to protect the privacy of faculty, staff and student information in records as required by law; and to optimize the use of storage space. Faculty, staff and employees may not destroy or delete University records in their possession and control except in accordance with the record retention schedules. The record retention period is based on the nature of the information included in the record and varies from immediate destruction to permanent retention. Retention periods can be found in the retention schedules adopted by the State of Florida. See State of Florida General Records Schedule GS1-SL for State and Local Government Agencies http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm and State of Florida General Records Schedule GS5 for Universities and Community Colleges http://dlis.dos.state.fl.us/recordsmgmt/gen_records_schedules.cfm. The Record Management Liaison Officer coordinates the University's retention and disposition of records as required by Florida Statutes 257.36.

C. DEFINITIONS:

University Records-Any document, paper, letter, map, book, tape, photograph, film, sound recording, data processing software or other material, regardless of physical form or characteristic, or means of transmission, including electronic mail, made, received or maintained pursuant to law or ordinance or in connection with the transaction of official University business which is used to perpetuate, communicate or formalize knowledge.

D. PROCEDURES:

1. Each Vice President, director, division chief and department or office head is responsible for ensuring that all records under his/her jurisdiction are maintained and disposed pursuant to the State of Florida Public Records Disposal Procedures, and that such schedules are followed in the management of records.

2. Each Vice President, director or separate division head shall appoint a records management liaison officer for the area of responsibility to coordinate with the Record Management Liaison Officer.

3. Essential records (those which would enable the department to perform essential functions during the course of a disaster and which would enable the department to resume operations and fulfill its obligations following the disaster) must be identified by each department head, duplicated and stored in an area with adequate protection.

POLICY APPROVAL	
Policy No.: <u>1.0122P</u>	
<u>Regina Redulis</u> Initiating Authority	<u>7.15.14</u> Date
<u>Scott J. Albarr</u> Policies & Procedures Review Committee Chair	<u>8-26-14</u> Date
<u>[Signature]</u> President/Designee	<u>8-26-14</u> Date
Approved by FPU BOT, if required	 Date