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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

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TITLE: RECORDS RETENTION AND DISPOSITION

NUMBER: PRO 2-23

REFERENCE: F.S. Chapter 119, 257  
Chapter 1B-24, Florida Administrative Code

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**I. PURPOSE**

The purpose of this procedure is to establish the actions required to ensure the proper retention and disposition of all records at Lake-Sumter State College in compliance with the law.

**II. RESPONSIBILITY**

LSSC will assign key personnel as Designated Custodians for their areas of responsibility. These Designated Custodians will ensure that public records are retained and/or destroyed according to the specific Florida Statutes and Administrative Procedure.

**III. PROCEDURE**

- a. The College will retain all records, including digital and electronic (email) communication according to the retention schedules set forth by the Florida Department of State Division of Library & Information Services as defined by Chapter 1B-24.003, Florida Administrative Code and in consultation with the College's Records Management Liaison Officer (RMLO).
- b. Records Management Liaison Officer (RMLO)

At Lake-Sumter State College, the RMLO is appointed by the President. The Executive Vice President is the appointed RMLO for the college.

Every agency is required to designate an RMLO to serve as the primary point of contact between the agency and the Division's Records Management Program (Section 257.36(5)(a), F.S.). The RMLO:

- 1. Reports agency's compliance statement annually to the Division;
- 2. Helps ensure proper disposition of eligible records;
- 3. Trains and advises agency staff in records management practices;
- 4. Responds to questions from the public regarding agency records;
- 5. Works with the Division to establish retention schedules;
- 6. Inventories agency records;
- 7. Participates in agency decisions regarding microfilming, imaging, storage and disposal.

**IV. DESIGNATED CUSTODIANS**

- a. In order to control the storage of and access to official College records, the College has designated record custodians for specific subject areas:

Record Class/Type	Custodian
Administrative Procedures	Executive Vice President
Administrative Services	Executive Vice President
Accounts Receivable	Assoc. Vice President of Business Affairs and Controller
Assessment Test Scores	Registrar
District Board of Trustee Rules	Executive Vice President
Collective Bargaining	Director of Human Resources
Contractual Agreements	Executive Vice President
Curriculum	Associate Vice President of General Studies
EEO Commission Records	College Equity Officer
Facilities	Director of Facilities
Federal Grant Projects	*Assigned by Specific Grant
Finance/Accounting	Assoc. Vice President of Business Affairs and Controller
Financial Aid	Director of Financial Aid
Litigation	Executive Vice President
Office of Civil Rights Records	College Equity Officer
Payroll	Assoc. Vice President of Business Affairs and Controller
Property Records	Assoc. Vice President of Business Affairs and Controller
Purchasing Records and Contracts	Assoc. Vice President of Business Affairs and Controller
Student Employment and Salary	Director of Human Resources/Payroll Manager
Student Conduct Records	Dean of Students
Student Records	Registrar

**V. MATERIAL STORAGE**

- a. Lake-Sumter State College will make every effort to ensure that documents are scanned and indexed for reference. With the existing backlog (historical copies) of records, it may be necessary to temporarily store records until they can be scanned.
- b. In the cashier's department, paper copies of the student's transactions will be stored in a vault at the Leesburg campus.
- c. College facilities are designed to allow the storage of five years of records within the space assigned to each department. The storage units must meet the standards as prescribed by Florida Statute.

- d. Transfer to and from records storage shall be handled by the Designated Custodians and the Director of Facilities.

**VI. DISPOSITION OF PUBLIC RECORDS**

The procedures for the disposition of public records are outlined in Chapter 1B-24, Florida Administrative Code. Specifically, Chapter 257.36(6), F.S. states that “[a] public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division.”

The general requirements for disposing of public records are as follows:

- a. The records must meet all retention requirements (eg. General Records Schedules GS1-SL and GS5).
- b. Records which contain sensitive data will be disposed of in a secure manner (employee information, student information, confidential information, etc.) by a professional shredding service provider.
- c. Departments must internally document the disposition of any public records in their custody. The Designated Custodians are required to maintain a master list of records that have been destroyed. A Disposition List template is maintained in the Microsoft Teams Retention and Disposal Team unit.
- d. Departments should work with their designated campus level or designated administrative unit records management custodians during the processes outlined above. Employees should refer inquiries to the Executive Vice President for further resources.