

CITY OF HALLANDALE BEACH
ADMINISTRATIVE POLICY

DATE OF ISSUE: March 7, 1985 NO.: 2016.004/R6

EFFECTIVE DATE: March 7, 1985 SUBJECT: RECORDS
MANAGEMENT

REVISION DATE: January 30, 2002

APPROVED: 
R. J. Intindola, City Manager

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POLICIES CROSSED REFERENCED:
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I. PURPOSE/INTENT

In order to provide guidelines for the proper management of City Records, including microfilming of permanent records and destruction of obsolete records which DO NOT require microfilming in accordance with the State of Florida General Records Schedule or other retention schedule, the following policies and procedures shall be implemented.

II. DEFINITIONS

A. DIVISION OF LIBRARY AND INFORMATION SERVICES, RECORDS MANAGEMENT PROGRAM

State Agency responsible for the establishment and/or approval of a minimum period(s) of retention for all official documents. This agency is a Division of the Office of the Secretary of State.

B. INITIATING DEPARTMENT

1. Any department of the City which maintains original or duplicate records in various forms.
2. The department requesting appropriate disposition of records.

C. OBSOLETE RECORDS

Records which have reached the minimum retention period established by the Committee, as set forth in "General Records Schedule for Local Government Agencies", GS1-L issued July 2001 or other retention schedule; and which would no longer serve any useful purpose.

D. OSA RECORDS

Records which are designated OSA "Outdated, Superseded or Administrative Value is Lost" on retention schedule.

E. PERMANENT RECORDS

Records which require permanent retention as established by the Committee, or as set forth in "General Records Schedule for Local Government Agencies", GS1-L issued July 2001, or other retention schedule.

F. RECORDS RETENTION COMMITTEE

Committee created by Ordinance 81-24 for the purpose of reviewing department requests for records disposition. The City Clerk, Director of Finance, City Attorney and City Manager are the exofficio members of this committee. The City Manager shall be the Chairman of this committee.

G. RECORDS RETENTION LIAISON

Department Director or designated employee within the department. The individual shall work closely with the City Clerk's Office and will be the "contact" person listed on Form LS5E107R4-93.

H. RETENTION SCHEDULE

1. General Records Schedule for Local Government Agencies GS1-L dated July 2001.
2. Retention time period promulgated by the City and approved by the Division of Library and Information Services, Records Management Program.

III. POLICY/PROCEDURES

- A. The Records Retention Committee will review and investigate departmental requests for microfilming, or microfilming and destruction of obsolete records. During the review, the Committee will either approve, disapprove or modify the request for microfilming, or microfilming and destruction.
- B. Requests will be submitted on Form LS5E107R4-93, Records Disposition Request, and Form LS5E108R4-93, Continuation Sheet, to the City Clerk. See Attachment 1.
- C. The City Clerk will schedule Committee meetings on an "as needed" basis, with the approval of the City Manager. The Committee will meet annually on the second Friday in March, but will meet more frequently if departmental submittals warrant.

- D. Requests will be returned to the initiating department with appropriate comments. (See Procedures B-3)
- E. Absolutely NO City records will be destroyed by any Department Director or employee prior to approval being given by the Records Retention Committee, and approval received by the City Clerk, IN WRITING, from the Division of Library and Information Services.
- F. OSA Records may be destroyed by the department following approval by the Committee. State approval is not required.
- G. Records scheduled for microfilming and destruction shall be transferred to the custody of the City Clerk, who shall arrange for the proper filming of same, and shall return records to the initiating department for disposition. (The only current exception is certain records budgeted for filming by the Department of Growth Management and filmed by an outside agency.)
- H. Records scheduled for disposition may be destroyed by the initiating department after notification from the City Clerk that disposition has been approved by the State.

PROCEDURES

A. PREPARATION OF REQUEST FOR RECORDS DESTRUCTION

- 1. The initiating department may obtain Forms indicated above from the City Clerk.
- 2. Annually, each department shall inventory records in its possession per General Records Schedule, and complete Forms LS5E107R4-93 and LS5E108R4-93 as per instructions contained in the General Records Schedule, Section III.
- 3. The original forms shall be submitted to the City Clerk with a cover memo attached and signed by the Department Director, requesting Committee review.
- 4. A copy of the submission shall be retained by the initiating department.

B. SCHEDULING OF COMMITTEE MEETINGS

- 1. The City Clerk shall schedule a meeting of the "Committee" annually on the second Friday in March at 10:00 a.m. and, with the consent of the City Manager, more frequently. City Clerk shall notify

all members in writing as to the date, time and location of the meeting(s).

2. Directors of initiating departments will also be notified of scheduled Committee meetings and should attempt to keep themselves or their Records Retention Liaison available during the time the Committee meeting is scheduled in the event inquiries are made by the Committee. Attendance at the Committee meeting may be necessary.
3. Following review of requests for microfilming and destruction, or destruction, request forms will be routed as follows:
 - a. Original will be returned to the initiating department in the event changes or corrections are required, as recommended by the Committee.
 - b. If no changes or corrections are required, a memo will be forwarded to the initiating department indicating the request was approved as submitted.
 - c. If no changes or corrections are required, the original request will be returned to the City Clerk by the Committee and forwarded to the Division of Library and Information Services for consideration.

C. MICROFILMING OF RECORDS

1. Records with a retention period in excess of 10 years will be considered for microfilming.
2. Records with a permanent retention will be microfilmed for security, whether or not they will be destroyed.

D. FINAL DISPOSITION OF RECORDS

1. Upon receipt of written permission for the destruction of records from the State of Florida, the initiating department will be notified in writing by the City Clerk.
2. The initiating department and the City Clerk will coordinate efforts in order to ensure that the records approved for disposition are destroyed by an approved method, such as burning, shredding and recycling.
3. Following proper disposition, the City Clerk will

provide written certification attesting to the destruction of the records. A copy of the certification will be forwarded to the initiating department.

4. This action will close the file on the particular group of records.

IV. ADDITIONAL INFORMATION, REQUIREMENTS & RESPONSIBILITIES

The City Clerk's office will be responsible for updating this policy.