



RECORDS MANAGEMENT @ UCF

Presented by Angie Carloss,
University Records Management Liaison Officer (RMLO)

WELCOME AND INTRODUCTIONS

**Angie Carloss,
University Records Management
Liaison Officer (RMLO)**





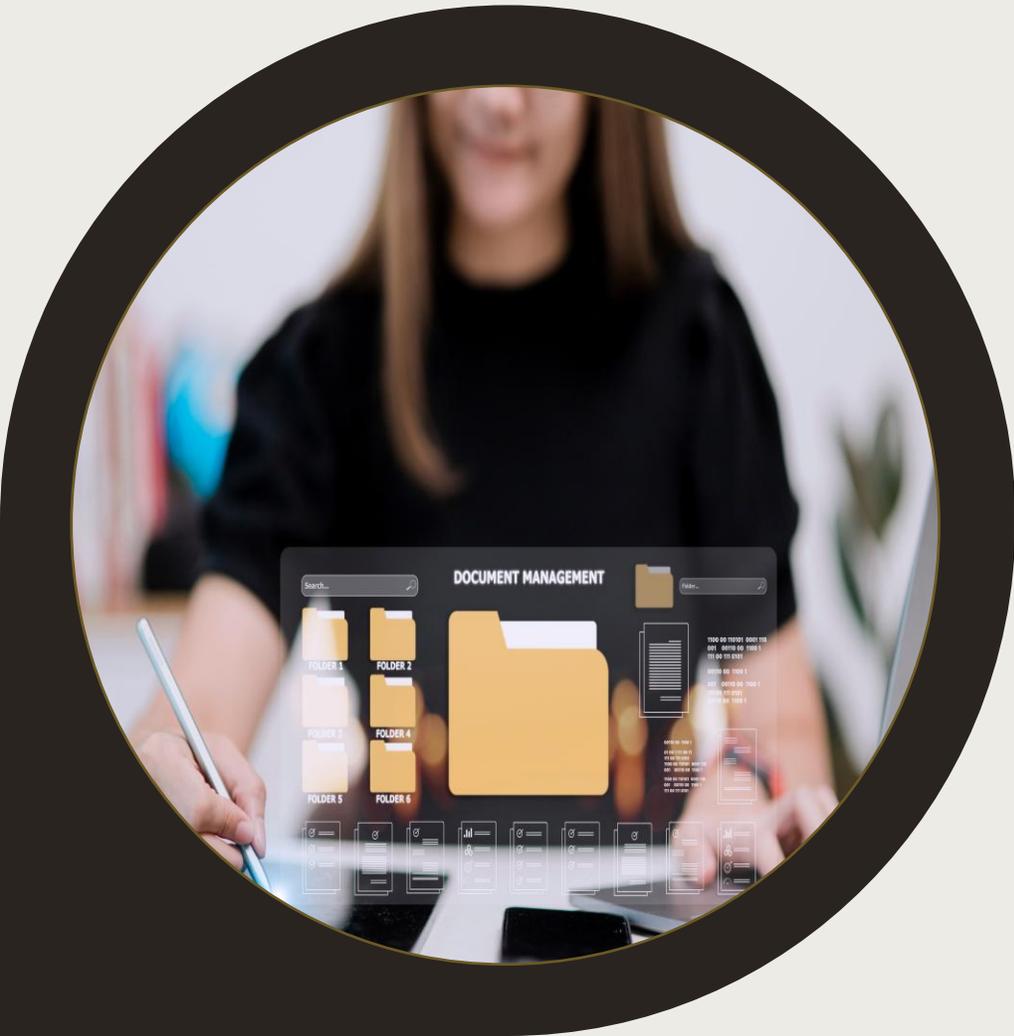
AGENDA

**Records Management Program:
*Why do we need Records Management?***

**Records Governance and Accountability:
*Who is involved in the process?***

**Managing Public Records:
*What do I need to know and do?***

**Support Resources:
*What resources are available to assist me?***

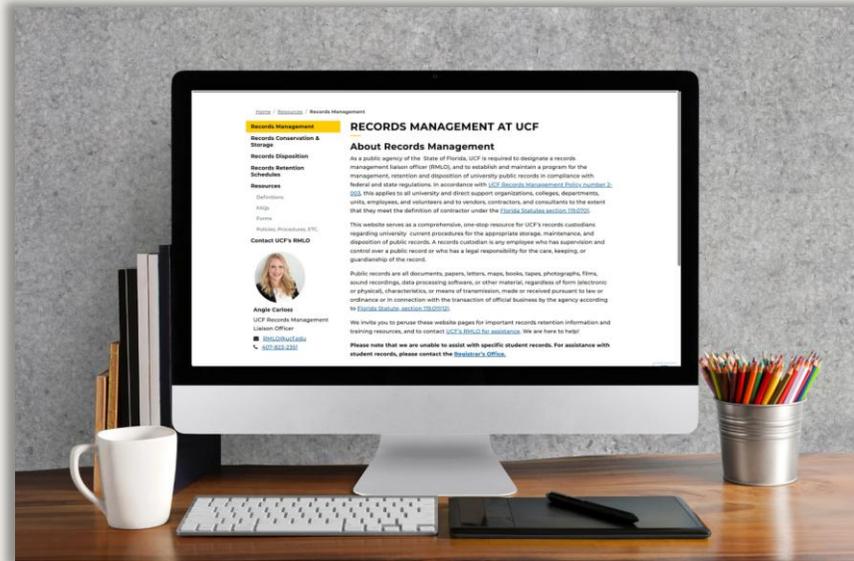


RECORDS MANAGEMENT PROGRAM: Why do we need Records Management?

RECORDS MANAGEMENT PROGRAM OBJECTIVE

Ensure the effective retention, maintenance, and disposition of all university public records in full compliance with federal and state regulations, including Florida Statutes and guidance from the Florida Department of State Division of Library and Information Services (DLIS).

Program Goals



- Comply with mandated retention and disposal requirements for all university records.
- Maintain an organized, accountable system for how records are created, stored, accessed, and disposed of.
- Safeguard public records by ensuring their appropriate use, storage, and protection across all colleges, departments, units, and support organizations.
- Provide guidance and oversight through the Records Management Liaison Officer (RMLO).
- Promote efficiency, risk reduction, and compliance, supporting benefits such as reduced storage costs, improved retrieval, protection of vital records, and reduced legal and operational risk.

WHAT IS AN OFFICIAL PUBLIC RECORD?

“All documents...regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the agency...”

- Florida Statute, Section 119.011(12).

Examples:

Drafts for sent out to colleagues for comment

Text messages received or created by UCF employees about official business

Correspondence

Electronic files

Recordings

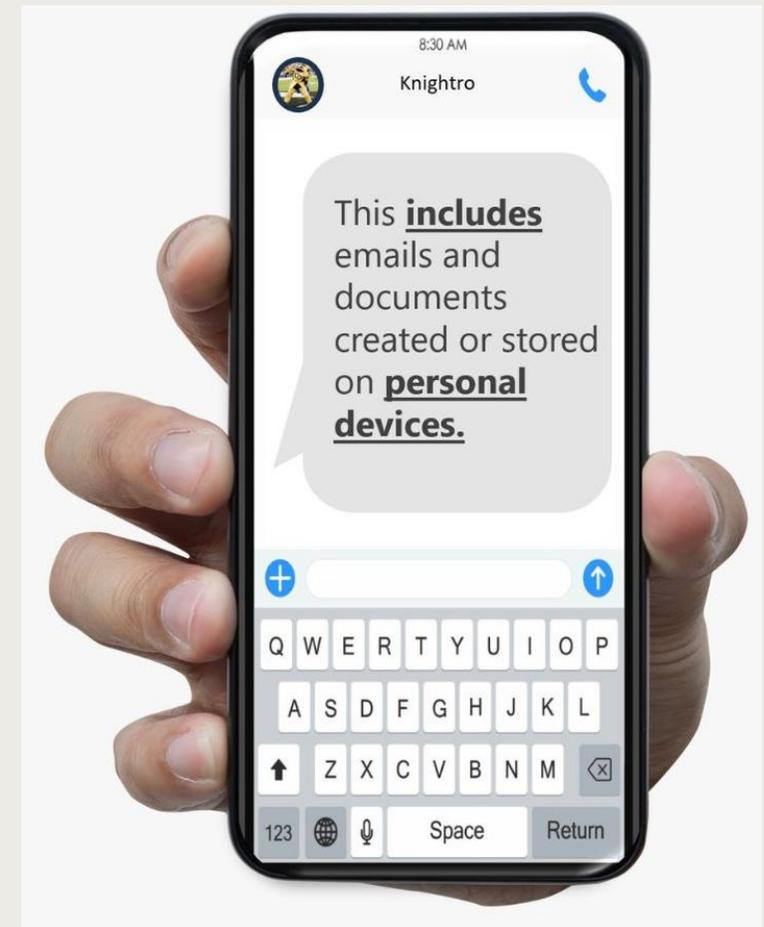
Emails received or created by UCF employees about official business

Employment information, such as salary, address, & email

Receipts

Voicemails

MANY MORE!



PUBLIC RECORDS VS. RECORDS MANAGEMENT

Public Records

Records you create in your work at UCF.

The Office of the General Counsel is the Custodian of Public Records and manages the university's compliance related to public records requests.

Records Management

The program to manage, retain, and dispose of our public records.

The Records Management Liaison Officer (RMLLO) maintains the university's active records management program in compliance with applicable statutory and regulatory requirements.





IMPORTANCE OF RECORDS MANAGEMENT

1. Legal and Regulatory Compliance

- Ensures adherence to state and federal laws, including Florida Public Records Law.
- Avoids legal penalties and risks associated with improper handling or destruction of records.

2. Operational Efficiency

- Organizes information so it's easy to find, retrieve, and use.
- Reduces time wasted searching for documents and improves decision-making.

3. Risk Mitigation

- Protects the university from litigation risks, audits, and compliance failures.
- Prevents accidental loss or unauthorized disclosure of sensitive information.

4. Cost Savings

- Reduces storage costs by eliminating unnecessary or outdated records.
- Optimizes digital and physical space.

5. Transparency and Accountability

- Supports UCF's commitment to open government and public records access.
- Provides clear documentation of actions and decisions.

6. Knowledge Preservation

- Maintains institutional memory by preserving essential records for historical and strategic purposes.



RECORDS GOVERNANCE AND ACCOUNTABILITY: Who is involved in this process?

UCF STAFF ROLES IN RECORDS MANAGEMENT

Records
Custodian



Department/
Unit Leaders



Records
Management
Team/RMLO



Records
Management
Advisory Council



University
Administration



Office of the
General Counsel
Custodian of
Public Records



UCF STAFF ROLES IN RECORDS MANAGEMENT

Who are Record Custodians?

Any employee who has supervision and control over public records or who has a legal responsibility for the care, keeping, or guardianship of public records.



WHO ARE RECORDS CUSTODIANS?

**We ALL
are!**



UCF STAFF ROLES IN RECORDS MANAGEMENT

Department/Unit Leaders

- Ensure their teams follow UCF and State of Florida retention schedules.
- Oversee implementation of records management practices within their unit.



UCF STAFF ROLES IN RECORDS MANAGEMENT

Records Management Liaison Officer (RMLO)

- Serves as the primary point of contact for records management at UCF and Liaises with DLIS on behalf of the university
- Provides guidance, assists in interpretation of state requirements, and approves records disposition requests.



UCF STAFF ROLES IN RECORDS MANAGEMENT

Records Management Advisory Council

- Provides strategic guidance to the RMLO and university leadership to strengthen UCF's Records Management Program. The council advises on best practices, program enhancements, and governance frameworks.
- Comprised of subject matter experts from key UCF functional areas, members champion best practices and foster a culture of compliance within their respective units.



RECORDS MANAGEMENT ADVISORY COUNCIL MEMBERS

Area	Document Types	Nominated Council Member
Access and Community Engagement	General	Nataly Chandia
Colleges & UCF Online	Academic program records	Heidi Watt
Health Affairs	Medical academic & patient records	Shainoor Ladha-Karmali/Basma Selim
Office of Research	Research records	Kim Smith/Doug Backman
Student Success and Wellbeing	Student records	Brian Boyd
UCF Libraries	University archives	Arielle Petrovich
CFO's Office	General	Angie Carloss (RMLLO)
Budget Planning & Analysis/ Finance & Accounting	Accounting, Budget & Financial Records	Shajuana Jenkins
Human Resources	HR records	Elizabeth Richner/Abbee Camen
Public Safety	Public safety records	Tricia Trovillion
Audit	General	Tanya Denysiuk
Compliance	General	Carla Markx
Facilities and Business Operations	Facilities & other general business records	Katie Brown
General Counsel	General	Penny Robinson
UCFIT	Electronic & Technological records	Lorraine Vincente Vega
University Communications	General	Chad Binette

UCF STAFF ROLES IN RECORDS MANAGEMENT

University Administration

- Provides policy oversight and ensures compliance with Florida Public Records Law and UCF Policy 2-003.6
- Key leadership roles include the following:
 - University President: Appoints the RMLO and formally endorses the records management policy
 - Administration and Finance VP and CFO: Holds ultimate responsibility for the program
 - Office of the General Counsel: Works closely with the RMLO to align legal and operational aspects of record retention and disposition. Provides training, tools, and support for public records compliance and management procedures



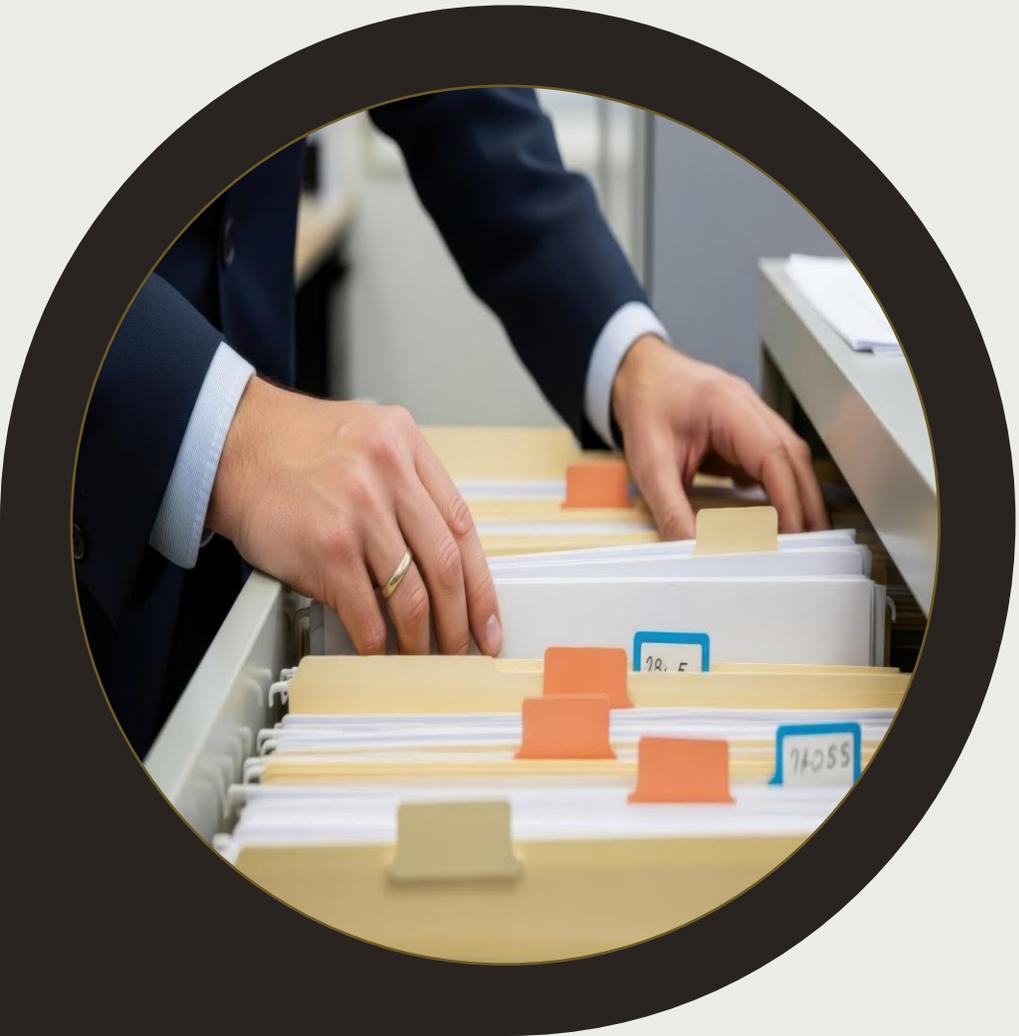
UCF STAFF ROLES IN RECORDS MANAGEMENT

Custodian of Public Records

- The Custodian of Public Records at UCF is the designated official responsible for:
 - Receiving and processing public records requests in compliance with state law.
 - Ensuring timely access to non-exempt public records.
 - Coordinating with university departments to gather requested records.
 - Maintaining compliance with applicable retention and confidentiality requirements.

At UCF, the custodian is Office of the General Counsel.





MANAGING PUBLIC RECORDS:

What do I need know?

What do I need to do?

IDENTIFY PUBLIC RECORDS

Examples of Record Types

- Vital Records
 - Continuity of Operations Plan (COOP)
 - Emergency Operating Records
 - Directives, contact information, delegations of authority, alternate location plan, etc.
 - Any records your department or unit needs to continue services and operations in the event of an emergency or disaster.
 - <https://police.ucf.edu/about-us/departments-of-emergency-management/>





IDENTIFY PUBLIC RECORDS

Examples of Record Types Historical Records

Marketing Materials

Budgets and Reports

Audio Recordings

Video Recordings

Minutes

Charters

Strategic Plans

Articles of Incorporation

News Clippings

Press Releases

Photographs

Publications

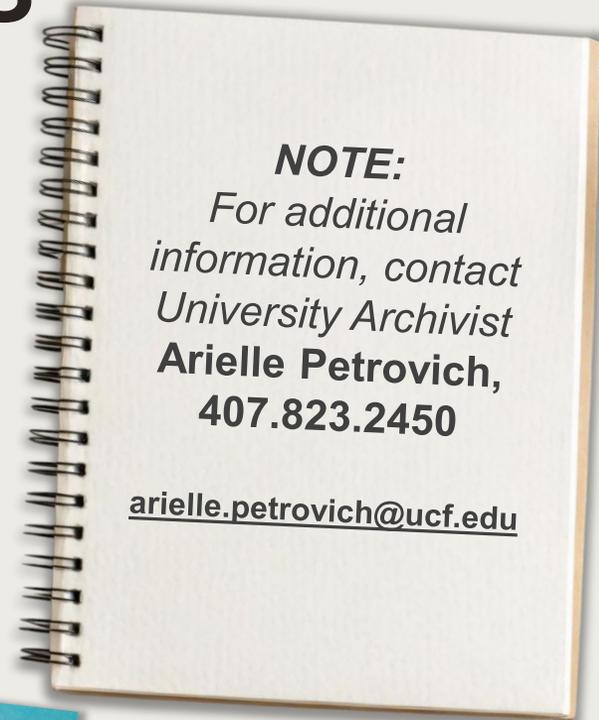
Announcements

Speeches

Memorabilia

Programs

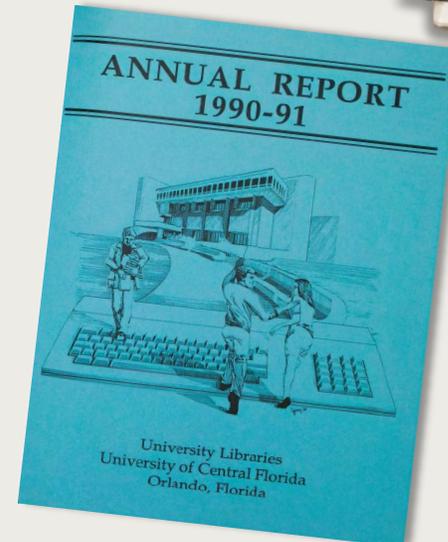
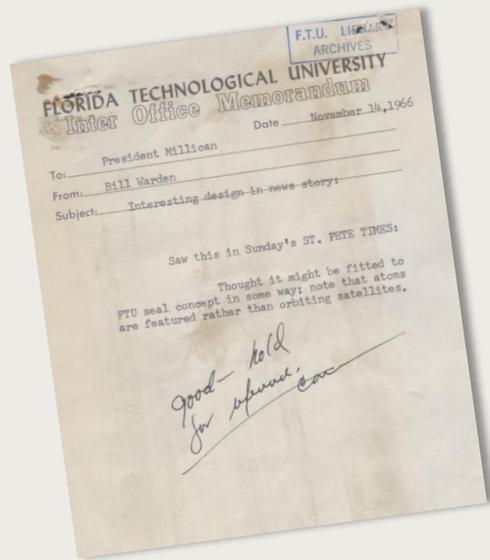
Electronic Mail



NOTE:

For additional information, contact
University Archivist
Arielle Petrovich,
407.823.2450

arielle.petrovich@ucf.edu



More information in the Appendix



UCF

MANAGING PUBLIC RECORDS

Public Records Laws: Limited Access or Confidential and Exempt Records

The General Counsel's Office determines limitations and redactions when public records requests are reviewed. Some examples include:

Sealed bids or proposals in competitive solicitation



Records protected by FERPA or HIPAA



Academic evaluations of faculty



Emergency evacuation plans



Social Security Numbers



Banking Information, such as credit card numbers



MANAGING PUBLIC RECORDS

Records are retained and follow disposition rules as outlined in Florida Law, Division of Library and Information Services for public records and university policies. UCF staff should know the requirements, retention and disposition of the records they generate.

Records Retention

Records retention is the organized process of preserving, storing, and managing an organization's records for a designated period.

Records Disposition

Actions taken to public records that have met all retention requirements and are no longer needed for current government or agency business as indicated in General Records Schedules. Disposition may include either destruction or transfer of public records.

MANAGING PUBLIC RECORDS

Records Retention Key Actions

Step One: Identify retention requirements for the record using official state schedules

Step Two: Classify records and assign proper retention periods

Step Three: Store securely and monitor compliance

Identify



Classify



Store



MANAGING PUBLIC RECORDS

What is a retention period?

- The minimum amount of time we're required to retain a record.
- Determined by the records custodian using the records retention schedule.
- Based on the **CONTENT** of the record, **NOT** the **FORMAT** of the record.



MANAGING PUBLIC RECORDS

Where can I find current retention requirements?

UCF Website:

<https://admfin.ucf.edu/resources/records-management/>

UCF Administration & Finance

ABOUT US - RESOURCES - NEWS & INFORMATION CONTACT US -

[Home](#) / [Resources](#) / [Records Management](#) / [Records Retention Schedules](#)

Records Management

Records Conservation & Storage

Records Disposition

Records Retention Schedules

Resources

Definitions

FAQs

Forms

Policies, Procedures, ETC.

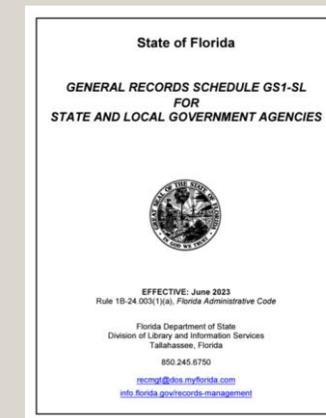
RECORDS RETENTION SCHEDULES

All UCF records must be conserved/maintained and stored for minimum retention periods as determined by the [Florida Department of State Division of Library and Information Services \(DLIS\)](#). This pertains to all records regardless of format, including papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of form (electronic or physical), characteristics, or means of transmission.

DLIS provides the retention schedules that specifically describe the different types of records and how long they must be kept/retained. Once the retention period has ended, records custodians may submit a request for approval to destroy (dispose) of the records to the Records Management Liaison Officer or RMLO (see [Records Disposition](#)).

State of Florida:

Schedule number	Agency	Last revised	PDF	Excel
GS1-SL	State and Local Government Agencies	2023	1,049KB	90KB
GS2	Criminal Justice Agencies and District Medical Examiners	2023	633KB	54KB
GS3	Election Records	2023	486KB	93KB
GS4	Public Hospitals, Health Care Facilities and Medical Providers	2023	344KB	70KB
GS5	Public Universities and Colleges	2023	419KB	82KB
GS6	Building Departments	See GS1-SL		



MANAGING PUBLIC RECORDS

Retention Example: Student Correspondence

Item Number ↓	Document Title ↓	Description ↓	Minimum Retention Period ↓
GS5 Item #	GS5 Record Series Title	Description	Retention
89	Student Education Records: Supporting Documents	This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, letters of recommendation, drop/add forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. See also "ADMISSION RECORDS: REGISTERED STUDENTS" and "STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE."	5 anniversary years after graduation, transfer or withdrawal provided applicable audits have been released.

- Retention Period:
- Correspondence Dates:
- Date of Approved Destruction:

MANAGING PUBLIC RECORDS

Retention-Focused Folder Naming Structure [Example]

- Communications GS1-373 OSA
- Compliance Statements GS1-322 1FY
- Contact Lists GS1-29 OSA Annual Update
- Disposition Requests GS1-45 Permanent
- INTERNSHIP GS1-66 3FY
- Policy GS1-186 2AY
- Resources and Printables GS1-373 OSA
- RM Advisory Board Mtngs GS1-32 Permanent
- RM Operational Files GS1-291 3FY after proj termination
- RM Trainings**
- RMLO Designation GS1-322 1FY-Historical-Permanent
- UCF Specific Schedules GS1-45 Permanent

- Evaluations GS5-68 1Semester
- Presentations GS1-198 90Day
- Training Materials GS5-34 2FY
- Webcourse Draft & Development OSA
- Attendance OSA.xlsx
- Employee Orientation Slide OSA.pptx

MANAGING PUBLIC RECORDS

Do other retention guidelines apply?

- Retentions may be extended due to other regulations or guidelines
Examples: Federal or State research guidelines, Institutional Review Board, Contract, Compliance, etc.
- Individual colleges may have guidelines that extend the retention time past the minimum required by the State of Florida
- **Email at UCF is retained for 10 years** - The university retains for 10 years regardless of content; if your record has a retention of over 10 years, you must make plans for retention



MANAGING PUBLIC RECORDS

Storing Records: Secure Digital Files

- Dedicated folder with permissions/access controlled by your IT manager
- Individual document encryption
- Use Single Sign On, VPN, and other university provided security measures to protect the digital file.



MANAGING PUBLIC RECORDS

Record Copy vs. Duplicates/Convenience Copies

Record Copy

The university's official copy of the record
(Does NOT have to be the original.)
Could be stored in another department or Workday.



Duplicate/Convenience Copy

NOT the university's official copy of the record



MANAGING PUBLIC RECORDS

What to do with a Public Records Request?

- In general, all public records must be made available for inspection and/or copying in response to a request for them.



Contact the Office of the General Counsel
gcounsel@ucf.edu or 407.823.2482



- For more information about Public Records Requests:
 - policies.ucf.edu
 - 2-100 Florida Public Records
 - ucf.edu/public-records-requests
- More information about Government-in-the-Sunshine:
 - <https://www.myfloridalegal.com/open-government/sunshine-manual>

MANAGING PUBLIC RECORDS

Records Disposition Key Actions

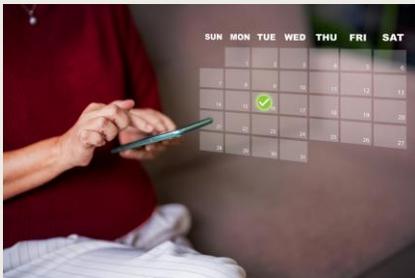
Step One: Confirm retention period has expired and no legal holds apply

Step Two: Obtain approval (e.g., submit Records Disposition Request to RMLO, discuss with your leadership\supervisor)

Step Three: Destroy securely (shredding, certified digital deletion)

Step Four: Document destruction for accountability (return to RMLO, keep copy locally)

Confirm Retention



Obtain Approval



Destroy Securely



Document Destruction



MANAGING PUBLIC RECORDS

When to use the Records Disposition Request form?

When to use:

- When a document has met its minimum retention requirements and will be destroyed.
- UCF RETAINS NO COPIES OF THE RECORD after the destruction.

UCF
UNIVERSITY OF
CENTRAL FLORIDA

Records Disposition Request
Records Management Team
Administration and Finance
<http://admfin.ucf.edu/records-management>
RMLO@ucf.edu | 407-823-2351

UCF RETAINS NO COPIES

Form Instructions

1. Determine the cubic foot volume and retention period(s) for records listed above. Enter the information to the best of your knowledge and ability. If you have difficulty, contact the RMLO for assistance. Please consult with department leaders before destruction. **Note: If you complete the form with electronic signatures, which is recommended, you will need to save the form as a new document with your initials at the end prior to sending it to the RMLO.**
2. Send completed form to RMLO@ucf.edu (the final column will be filled out after approval).
3. You will receive approval (or further discussion) from the RMLO. Once you receive approval, you may destroy the records in the appropriate manner, per state guidelines.
4. After you destroy the records, complete the disposition method and date completed column (far right) and sign the disposition certificate at the bottom. Return the completed form to the RMLO to complete this disposition.

Submitted By _____
First and Last Name Department Date

The records listed below are correctly represented, have met their retention requirements, and are not needed for audit requirements, historical value, pending or imminent litigation. We request approval for the records listed below to be disposed of in the manner appropriate for the document type. No copy of any type is retained by the university.

Initial: _____ *Note: For items changing format (i.e. scan or microfilm) for retention of the record of copy, see the Scanning or Microfilming Request Form.*

Continued on additional sheet

Schedule No.	Item no.	Title	Retention Period	Inclusive Dates	Volume in Cubic Ft.	Fill out AFTER Destruction of records: Disposition Method and Date Completed

MANAGING PUBLIC RECORDS

Completing a Request Form

Information found in the schedules

Information specific to
your records

Filled out after
approval to dispose

SCHEDULE NO.	ITEM NO.	TITLE	RETENTION PERIOD	INCLUSIVE DATES	VOLUME IN CUBIC FT.	TO BE FILLED OUT AFTER DESTRUCTION: DISPOSITION METHOD AND DATE COMPLETED
GS5	100	Examination: Graduation, Certification	1 year <i>ANN.</i>	January 1, 2016- January 18, 2018 ✓	6.192	
GS5	89	Student education records:supporting docs	5 years <i>ANN.</i>	January 10, 2009- January 15, 2011 ✓	3.096	

DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Records Management Liaison Officer (RMLO)

DISPOSAL CERTIFICATE: The above records have been disposed of on the date and manner indicated above.

Signature

Date

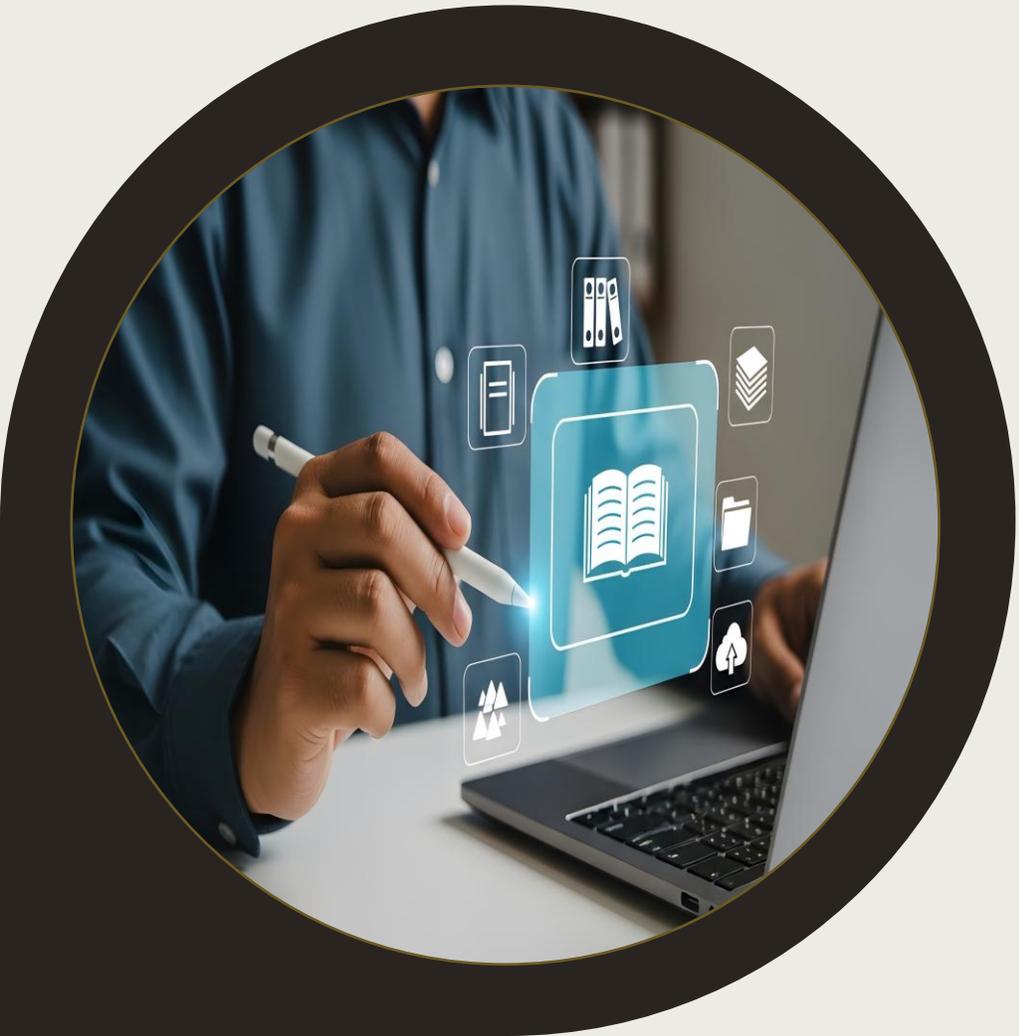


MANAGING PUBLIC RECORDS

Retrospective Scanning Project

- Requires the completion of the **Scanning or Microfilming Request Form** and RMLLO approval
- **Involves the transferring of records from one form to another**
Example: Transferring from a paper copy to a scan as record copy
- Maintained using the appropriate records schedule
Standardized naming format and content and retention information is suggested





SUPPORT RESOURCES:

*What resources are
available to assist me?*

SUPPORT AND RESOURCES

- UCF Resources
 - UCF Records Policy
 - Administration and Finance Records Website
 - Online Courses
 - In-person Overview Sessions
- State of Florida Resources
 - Florida Statutes
 - State of Florida Trainings



SUPPORT AND RESOURCES

Records Management Statute and Policies

Florida Statutes

Title X Chapter 119 Public Records

It is the policy of this state that all state, county, and municipal records are open for personal inspection and copying by any person. Providing access to public records is a duty of each agency.

See also:

Florida Statutes, Title XIX Chapter 286.011, *governing public meetings*

Florida Constitution, Article 1, Section 24, *Public Records and Meetings*

UCF Policy

Policy 2-003: Records Management Policy

This policy applies to all university and direct support organizations, colleges, departments, units, employees, and volunteers and to vendors, contractors, and consultants to the extent that they meet the definition of contractor under the Florida Statutes section 119.0701.

RECORDS MANAGEMENT WEBSITE – KEY FEATURES

Schedules



Forms



UNIVERSITY OF CENTRAL FLORIDA

UCF SIGN IN + Search UCF

UCF Administration & Finance ABOUT US - RESOURCES - NEWS & INFORMATION CONTACT US -

Home / Resources / Records Management

Records Management

Records Conservation & Storage

Records Disposition

Records Retention Schedules

Resources

Definitions

FAQs

Forms

Policies, Procedures, ETC.

Contact UCF's RMLO



Angie Carliss
UCF Records Management Liaison Officer
✉ RMLO@ucf.edu
☎ [407-823-2351](tel:407-823-2351)

RECORDS MANAGEMENT AT UCF

About Records Management

As a public agency of the State of Florida, UCF is required to designate a records management liaison officer (RMLO), and to establish and maintain a program for the management, retention and disposition of university public records in compliance with federal and state regulations. In accordance with [UCF Records Management Policy number 2-003](#), this applies to all university and direct support organizations, colleges, departments, units, employees, and volunteers and to vendors, contractors, and consultants to the extent that they meet the definition of contractor under the [Florida Statutes section 119.0701](#).

This website serves as a comprehensive, one-stop resource for UCF's records custodians regarding university current procedures for the appropriate storage, maintenance, and disposition of public records. A records custodian is any employee who has supervision and control over a public record or who has a legal responsibility for the care, keeping, or guardianship of the record.

Public records are all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of form (electronic or physical), characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the agency according to [Florida Statute, section 119.011\(12\)](#).

We invite you to peruse these website pages for important records retention information and training resources, and to contact [UCF's RMLO for assistance](#). We are here to help!

Please note that we are unable to assist with specific student records. For assistance with student records, please contact the [Registrar's Office](#).

Privacy - Terms



RECORDS MANAGEMENT WEBSITE – KEY FEATURES

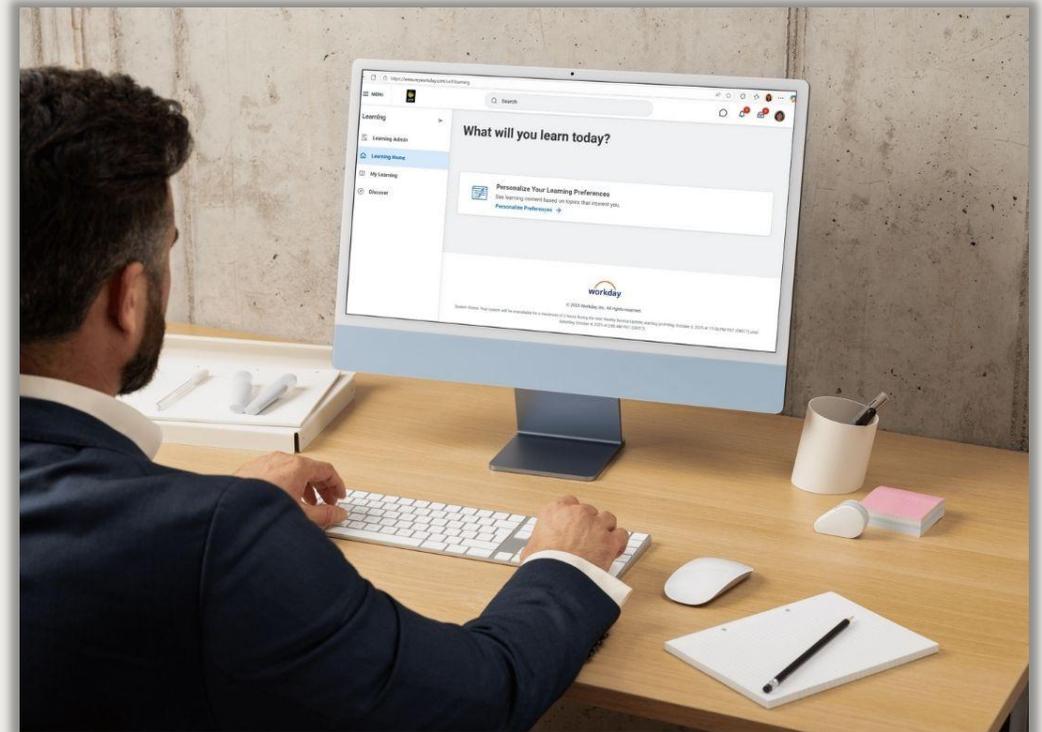
How does one calculate the retention period of a record?

The screenshot displays the UCF Administration & Finance website. The navigation bar includes 'UCF SIGN IN' and a search box. The main content area is titled 'UCF Administration & Finance' and features a breadcrumb trail: Home / Resources / Records Management / Records Management Forms. A left sidebar lists various categories: Records Management, Records Conservation & Storage, Records Disposition, Records Retention Schedules, Resources (Definitions, FAQs, Forms, Policies, Procedures, ETC.), and Contact UCF's RMLO. A yellow arrow points from the text on the left to the 'Retention Period Calculator' link in the 'FORMS' section. The 'Retention Period Calculator' link is highlighted with a yellow box. Below the 'FORMS' section, there are sections for 'Records Retention Schedules' and 'Specific Retention Schedules'. The 'Contact UCF's RMLO' section features a profile picture of Angie Carlloss, UCF Records Management Liaison Officer, with contact information: RMLO@ucf.edu and 407-823-2351.

SUPPORT AND RESOURCES

How can we find out how more about managing records?

- RMLO college/unit presentations, as requested
- Web Course (Coming Soon!)
- UCF Records Management Website (retention schedules, forms, and other resources)

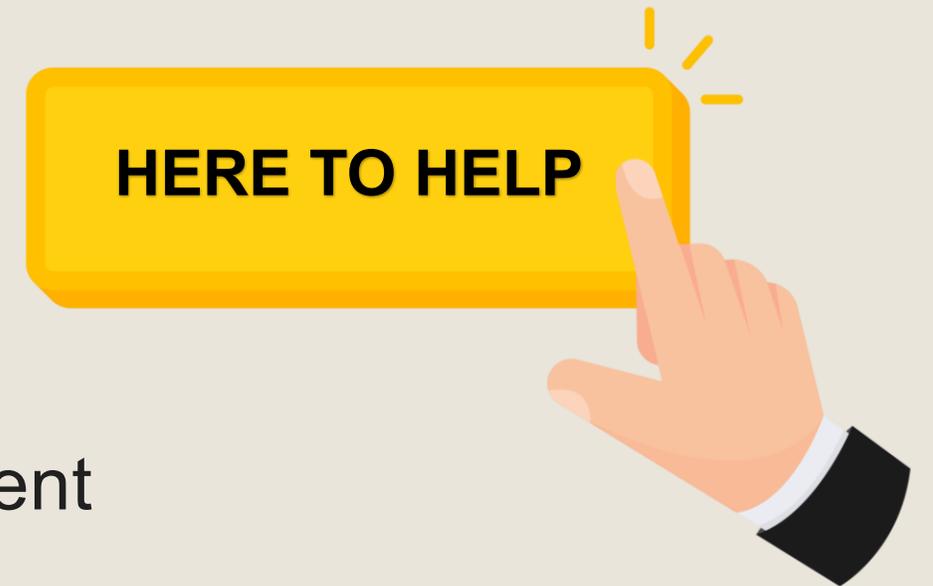


RECORDS MANAGEMENT @ UCF

Angie Carlross,

Records Management Liaison Officer

- ✦ RMLO@ucf.edu
- ✦ 407.823.2351
- ✦ admfin.ucf.edu/records-management





What we learned

Records Management Program:
Why do we need Records Management?

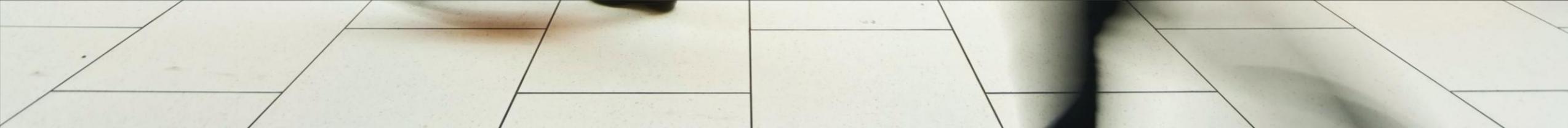
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Who is involved in the process?

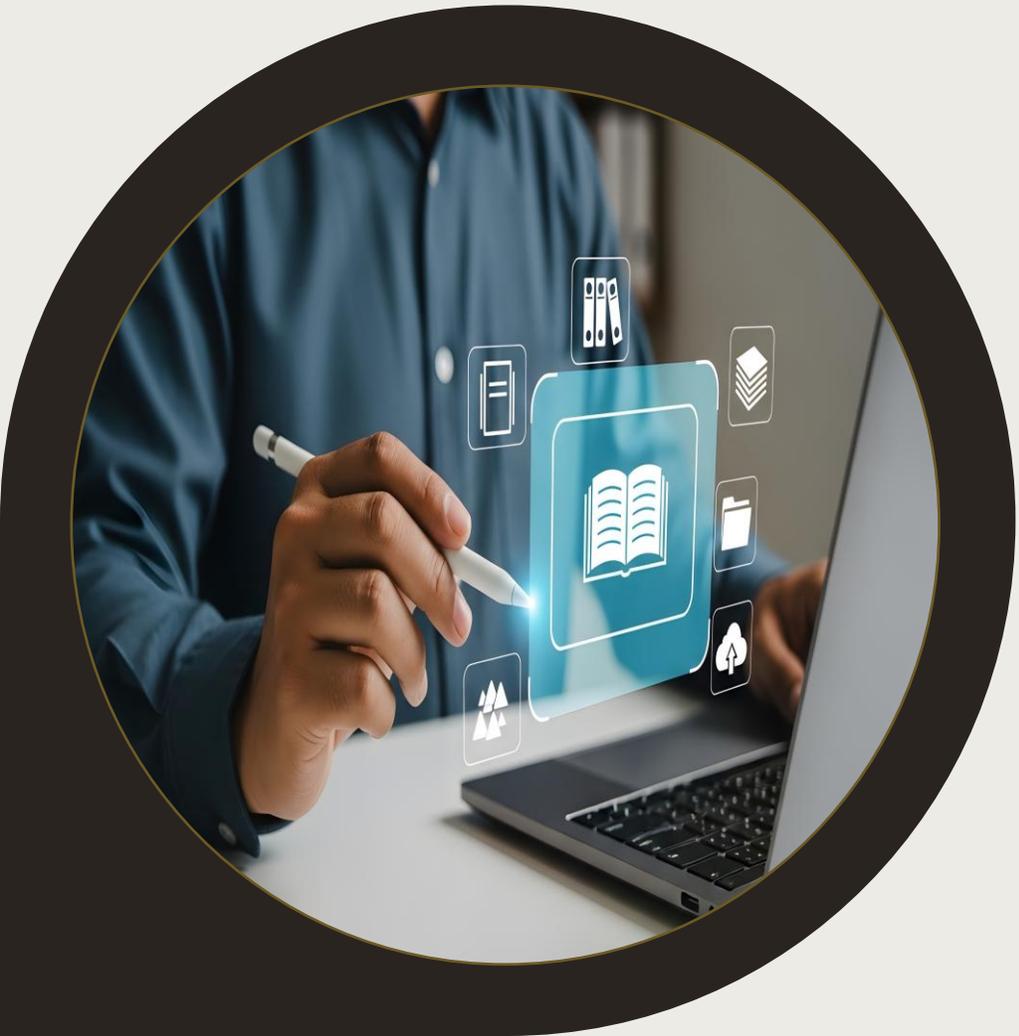
Managing Public Records:
What do I need to know and do?

Support Resources:
What resources are available to assist me?

A blurred photograph of a crowd of people walking through a hallway with a bright yellow wall and a series of black arched doorways. The motion blur gives a sense of a busy, fast-paced environment.

Thank you

A large, empty white rectangular area on the right side of the slide, positioned below the main image and above the floor.A light-colored, possibly white or light grey, tiled floor with dark grey grout lines, visible at the bottom of the slide.



Appendix: *University Archives*

Who can transfer records to the University Archives?

UCF administration, colleges, departments, institutes, centers, organizations, student groups, and ancillary entities.

How do I transfer records to the University Archives?

- 1** Set aside inactive physical or digital records of **historical value**.
- 2** Contact the University Archivist, who will **appraise and select** materials.
- 3** Arrange **transfer of selected materials** with the University Archivist.
- 4** Sign the Record Transfer Agreement form to signify a **change in record custody**.

What is Appraisal?

- **Archival Appraisal = Assessment for enduring historical value by a trained Archivist**
- **Archival Appraisal ≠ Monetary appraisal assessing fair market value**
- Other factors: potential use for research and learning, availability of space
- A conversation – not an automatic yes or no

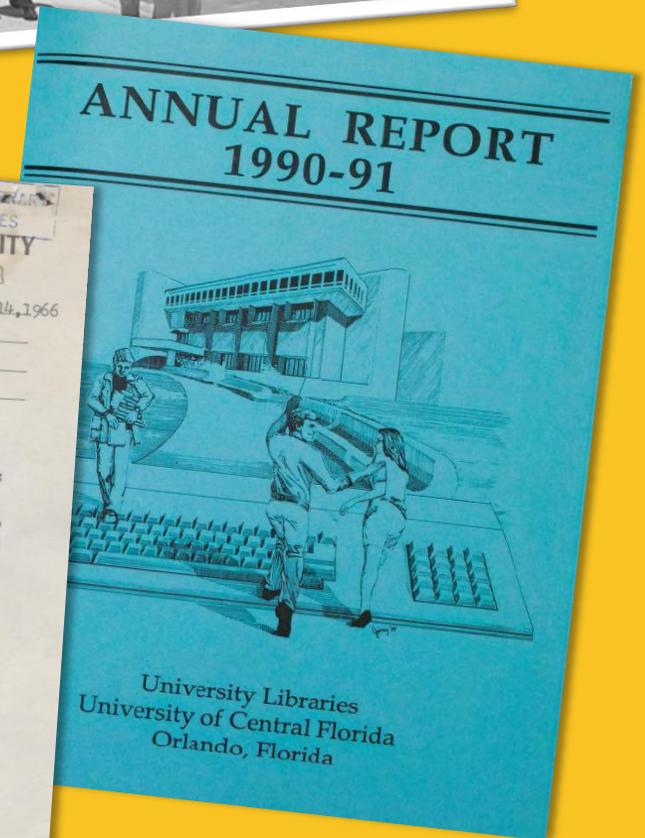
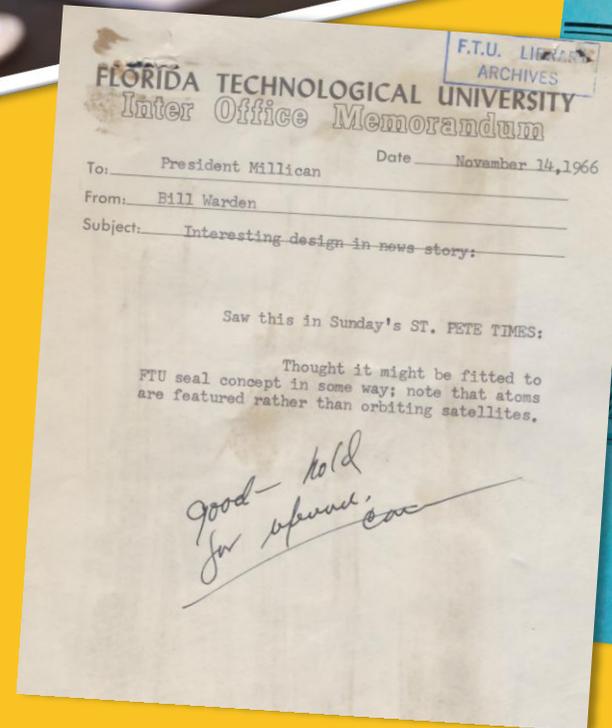


Image from IU Bloomington Media Digitization & Preservation Initiative Blog

What records might have “historical value?”

Things that document:

- University beginnings, growth, and challenges
- Key decisions, functions, and operations of UCF
- Activities, history, and culture of UCF



Including, but not limited to:

- Constitutions, by-laws, strategic plans, and mission statements
- General office correspondence, meeting minutes, memoranda, and subject files
- Reports, self-studies, statistics

- Publications: 2 record copies of all newsletters, journals, brochures, programs, posters, and announcements issued by UCF or its units
- Personal papers of students, faculty, and staff relating to the work of the University
- Photos, audio/video recordings, and webpages documenting university activities

What happens after records are transferred?

- Stored in secured stacks
- Cataloged in the UCF Libraries online catalog
- Described in an online guide so researchers can find your materials
- Made available for research to UCF and the wider community
- Viewable in the Special Collections & University Archives department (LIB-501)

Frequently Asked Questions

HOW OFTEN SHOULD I TRANSFER MY FILES?

As often as you need. You can establish a regular schedule for transferring records to the University Archives, or you can wait until you've accumulated a few boxes of materials.

I HAVE SOMETHING I THINK SHOULD GO TO THE UNIVERSITY ARCHIVES, BUT I STILL NEED TO USE IT. WHEN DO I SEND IT?

Hold on to those records until they are no longer in regular use. To safeguard records, we do not loan them back to their originating office. Once records are transferred to the University Archives, they can only be viewed in the department's Reading Room.

WILL YOU TAKE A DIGITAL SCAN INSTEAD OF THE PHYSICAL ITEM?

We prefer to acquire items in their original non-digital format when possible.

CAN I DROP RECORDS OFF OUTSIDE YOUR DEPARTMENT'S DOOR OR SOMEWHERE IN THE LIBRARY?

Please don't! Contact the University Archivist first to schedule a pickup or drop off. Never leave boxes of materials unattended in the library.

THE UNIVERSITY ARCHIVES NEEDS YOU!

Help us preserve the institutional memory of UCF!



Contact Arielle Petrovich (arielle.petrovich@ucf.edu),
University Archivist, to transfer your materials.

