



PROCEDURAL MANUAL

SUBJECT: <u>Records Management</u> Administration & Finance	Effective Date: 02/16/01	Number: 4010
	Supersedes: 04/01/98	Page of 1 2
	Authority: FAC 1A & 1A-26	

GENERAL POLICY

This procedure applies to the retention and disposal of public records. The university records management liaison officer (RMLO), which has been designated as the administrative assistant to the associate vice president for Administration and Finance, will provide liaison and assistance in all phases of the records management process and will be the contact person between the Division of Library and Information Services (DLIS) as necessary and the University of Central Florida.

PROCEDURE

A. Disposal of Scheduled Records:

1. Records are retained by each department in the care of the "department custodian." The custodian is any person assigned the task of maintaining departmental records.
2. When it is determined by a department custodian that records in their charge have lost their value, a call is placed to the RMLO (3-2555) to request a Form LS-5E-107, Records Disposition Report form. (See exhibit 1.) This form, along with a memorandum of instruction (exhibit 2), is sent to the department. After filling in appropriate blocks of the form as instructed, the department will return it to the records management liaison officer for completion and recording.
3. The RMLO will check existing record retention schedules, including the State of Florida General Records Schedule, specific UCF Records Schedules, and SUS Schedules to determine appropriate authority for destruction of the material as described by the department. The schedule number and item number from the applicable schedule are entered on the form.
4. When the request is approved by the RMLO, it is signed and returned to the initiating office. The RMLO will notify the department custodian by memorandum, giving administrative details to be followed by the records custodian (exhibit 3) and enclosing a copy of the approved form.
5. The department may now dispose of the documents listed on the approved form. Dispositions should be by the least burdensome method consistent with the character of the documents. When documents contain evaluative matter, they should be



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destroyed by shredding, incinerating, etc. This can be accomplished by calling the surplus property and salvage operations manager for assistance. However, ordinary documents may simply be placed in the trash.

6. After disposal, the department custodian shall send the RMLO one copy of the form with signatures in block 9. The process is now completed.

Note: There is an exception. Selected documents, including examination papers, may be "purged" according to the applicable records retention schedule and may be disposed of without further reference to the RMLO office (who reports such actions annually "in bulk"). Caution must be taken to insure that the purge action is specifically authorized-- in case of questions, contact the RMLO.

B. Scheduling Records for Disposal

1. In some cases the particular classification of document which the department wants to destroy has never been scheduled. When this occurs, the RMLO will complete a Form DS-RM-105 (105) using the information provided by the requesting department. A logical retention date will be determined through consultation with the department, and entered on the 105. The 105 is forwarded to the bureau for approval. The new schedule is issued a number and it becomes a part of the official UCF Records Schedule file.
2. Steps 1 through 5 described above, Disposal of Scheduled Records, can now be followed.

Note: It is never necessary to schedule or obtain permission to destroy printed material or blank forms.

RESPONSIBILITY

The administrative assistant to the associate vice president for Administration and Finance has been appointed Records Management Liaison Officer (RMLO) for UCF and is assigned the responsibility for development of the university's records management program. The RMLO is responsible for providing departments with assistance and information as necessary to carry out their individual records management responsibilities. All contacts with the state Division of Library and Information Services for these purposes shall be made by the UCF RMLO office.

Exhibit 1 Revised 04/2001	RECORDS DISPOSITION DOCUMENT	NO. _____ PAGE 1 OF ____ PAGES
1. AGENCY University of Central Florida	2. DIVISION	3. BUREAU

4. ADDRESS (Street, City, and Zip Code) 4000 Central Florida Boulevard Orlando, FL 32816	5. CONTACT (Name and Telephone Number) Sandra Cherepow 407/823-2555 SC 345-2555
6. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent. _____ Signature Date _____ Name and Title	7. NOTICE OF INTENTION The scheduled records listed in Item 8 are to be disposed of in the manner checked below (specify only one): ___ a. Destruction ___ b. Microfilming and Destruction ___ c. Other _____

8. LIST OF RECORD SERIES						
a. Schedule Item	b. Item No.	c. Title	d. Retention	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition Action and Date Completed After Authorization

9. DISPOSAL AUTHORIZATION Disposal for the above listed records is authorized. Any deletions or modifications are indicated. _____ Records Custodian or Designee Date	10. DISPOSAL CERTIFICATE The above listed records have been disposed of in the manner and on the date shown in column g. _____ Signature Date _____ Name and Title _____ Witness NOTE: Upon disposition retain this form for your records.
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Procedure for Completing Records Disposition Report

Notice of Intent to Destroy Scheduled Records

Steps:

1. The department completes sections 2,3,6,7 and 8c,e,f* of the Records Disposition Report.
2. The department returns the form to Sandy Cherepow, Records Management Liaison Officer (RMLO), Millican Hall (MH) 374.
3. The RMLO completes sections 8a and b and makes sure the retention period has been met.
4. Upon approval, the RMLO signs and dates the form in section 9 and returns it to the Records Custodian.
5. Receipt of the signed form is considered permission for the department to destroy (or microfilm and destroy, or copy to electronic storage and destroy) the records.
6. After the records are destroyed, the department completes sections 8g and 10.
7. The department forwards the form to the RMLO, MH 374. If desired, a copy may be made for the departmental file.
8. The RMLO maintains a file of completed forms. These are the Record (Master) copies.
9. The procedure is now complete.

*(8f) One file drawer = 1 ½ cu. ft.

RECORDS DISPOSAL

Attached is Records Disposition Report, Notice No. _____ which has been signed by UCF's Records Management Liaison Officer. This is your authorization to dispose of the records shown on the form.

Please have column 8g and block 10 completed by the individual who carries out the disposal. In addition, the signature of another person, as witness, is needed in block 10.

After disposal and completion of form entries, please send me a copy of the final form in order that I may close the file on this particular request.

Thank you for your attention to this matter.

**Sandra Cherepow
Ext. 3-2555
scherepo@mail.ucf.edu**

attachment