

Approved:

Effective: April 18, 2018
Review: March 1, 2018
Office: Support Services
Topic No.: 050-020-025-h



Department of Transportation

RECORDS MANAGEMENT

AUTHORITY:

Sections 20.23(3) (a) and 334.048(3), Florida Statutes (F.S.)

REFERENCES:

- Chapter 119, F.S., Public Records
- Chapter 257, F.S., Public Libraries and State Archives
- Chapter 334, F.S., Transportation Administration
- Section 283.55, F.S., Purging of Publication Mailing Lists
- Rule Chapter 1B-24, F.A.C., Department of State, Public Records Scheduling and Disposition
- Rule Chapter 1B-26, F.A.C., Department of State, Records Management- Standards and Requirements
- Rule Chapter 1B-26.003, F.A.C., Department of State, Electronic Recordkeeping
- Procedure No. 325-060-020, Security and Use of Information Technology Resources
- Procedure No. 350-080-002, Office of the Comptroller Bond Compliance
- Information Technology Resource Manual, Topic No. 325-000-002, Electronic Document Management Systems (EDMS) Requirements
- Information Technology Resource Manual, Topic No. 325-000-002, Electronic Security for Public Records Exemptions
- Procedure No. 350-080-300, Securing, Transmitting, Depositing, Recording, and Refunding Receipts
- Right of Way Manual, Topic No. 575-000-000; Right of Way Records Management, Section 11.3, and Funds Management, Section 11.1
- Florida Department of State (FDOS), Basics of Records Management
- FDOS Electronic Records and Records Management Practices
- FDOS Micrographics Handbook
- FDOS Public Records Center Facilities Guidelines

- FDOS Records Storage and Facilities Guidelines for Archives and Historical Records Repositories
- Chapter 18-24, F.A.C., Florida Forever Land Acquisition and Management

Note: All FDOS references can be found at the FDOS website at:

<http://dos.myflorida.com/library-archives/records-management/>

STATEMENT OF POLICY:

It is the policy of the Florida Department of Transportation (Department) to assist each office within the Department with maintaining effective records management.

SCOPE:

All offices of the Department.

DEFINITIONS:

Active Records: Those records, which still have sufficient administrative, fiscal, legal, or historical value to warrant their continued storage in an easily accessible area.

Agency: Any state, county, district, authority, or municipal officer, department, division, board, bureau, commission, or other separate unit of government created or established by law as including, for the purposes of this chapter, the Commission on Ethics, the Public Service Commission, and the Office of Public Counsel, and any other public or private agency, person, partnership, corporation, or business entity acting on behalf of any public agency as defined in **Section 119.011(2), F.S.**

Archives: The State Archives of Florida is a program of the Division of Library and Information Services under the Florida Department of State dedicated to the preservation of documents deemed to have historical significance. Usually, Archives will accept, arrange, and preserve such records according to approved practices.

Central Office Records Section: The work unit that develops and oversees the Department's Records Management Program and serves as the primary communication point with the Department of State's Division of Library and Information Services, Records Management Program.

Department: The Florida Department of Transportation.

Determination of Record Copy: A process that requires each office to be responsible for determining the record copy and adhering to the appropriate retention schedule for that record series.

Disaster Preparedness: The systematic identification of Department records, which are vital to the Department's purpose and the subsequent development of a plan to protect such records.

Disposition: The process of eliminating records, such as through destruction, electronic storage and destruction, or transfer of records to another office or agency, or other means.

District Records Management Coordinator: The person designated by the District Secretary to assist in the implementation of the records management program and who serves as liaison between the Department Central Office Records Management Unit and the Districts.

Division: The Division of Library and Information Services, including the Bureau of Archives and Records Management of the Department of State.

Document: A record, assembled or created, which is needed to trace the actions, steps or decisions of an agency regarding official business.

Duplicate (or Convenience) Records: Reproductions of record copies, prepared simultaneously or separately, which are designated as not being the official copy.

Electronic Data Management System (EDMS): An automated information system for the organized collection, processing, transmission, and dissemination of information in accordance with defined procedures.

General Records Schedules: Retention requirements issued by FDOS for public records common to agencies within the State of Florida, which state the minimum time such records are to be kept. **Section 257.36, F.S.** gives the Records and Information Management Program within the Division of Library and Information Services of the Department of State this authority.

Inactive Records: Records that have not reached their retention period, but are either infrequently needed (e.g., once per year) or superseded by new records. These records can be stored off-site or electronically until final disposition is warranted.

Inclusive Dates: Earliest date through latest date for records being disposed of where the latest date falls within retention requirements.

Long-term Records: Any records that has an established retention of 10 years or more, but are not permanent records, and have been determined to have sufficient historical or other value to warrant continued preservation. (These records can be stored electronically as permanent records to ensure the preservation and availability of information for the required retention period.)

Permanent Records: Records which have been determined to have historical or other value to warrant continuous preservation.

Publication: Any document produced for public or internal distribution.

Public Records: All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software or the other material, regardless of 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 any agency as defined in **Section 119.011(12), F.S. This includes electronic files and electronic media.**

Records Custodian: Within the agency unit Cost Center Manager or designee who is elected or appointed custodian of public records responsible for safeguarding and retaining records.

Record (Master) Copy: Public records specifically designated by the Records Custodian as being the official record, in any format (paper or electronic).

Record Series: A group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.

Records Inventory: The systematic identification of Department records, which are vital to the Department's purpose and the subsequent development of a plan to identify their records and where they are stored (paper or electronic format).

Records Management: The application of systematic controls applied to record information required in the operation of the Department's business and instituted to achieve control over records from the time of their creation to their ultimate disposition or permanent retention.

Records Management Liaison Officer: The individual appointed by the Department Head to serve as the liaison between the Division and the Department, and is responsible for the Department's records management program.

Retention Period: The minimum period of time records are required to be retained before they have outlived their administrative, legal, fiscal, and historical value.

PROCEDURE

1. RECORDS INVENTORY

Conducting a records inventory is the first step toward implementing an effective records management program. An inventory will provide the Records Custodian with an overview of the type of records on-hand, the volume of records, the manner in which records are organized, the nature and degree of duplication, and how often records are accessed and if the records are essential to the operations of the department. District Records Management Coordinators and Central Office Records Center personnel are available as a resource to assist with the inventory. However, each office Records Custodian should conduct the inventory as a way to familiarize themselves with the type of records in their office. This includes records in both paper and electronic format or any other format.

1.1 COMPONENTS OF RECORDS INVENTORY

The following components of a records inventory are needed to determine retention and disposition requirements and provide effective records management. At a minimum, an inventory should note: record series title; description, inclusive dates, volume; retention (including total timeframe required and the beginning date and date the document can be destroyed); and vital records.

Following the inventory process, records are generally maintained where they are easily accessible in paper, electronic, or any other format. Once active records become inactive, they are generally transferred to a records storage site, Electronic Management Data System (EDMS) or destroyed after established retention requirements have been met.

1.1.1 Title of Record Series

Documents are classified by Record Series as provided by general schedules or individual agency specific schedules.

1.1.2 Schedule and Item Number

All Records Series are assigned a retention schedule and item number. This information can be found in the Department's ***Records Retention and Disposal Schedule***, which can be obtained from the Central Office Records Management Section or the District Records Management Coordinator.

1.1.3 Description of Records Series

The description identifies the purpose and function of the Record Series with regard to the department's operation. Further information may include how records are used (e.g., record copy or duplicate) and storage medium used (e.g., hard copy, electronic media, etc.).

1.1.4 Inclusive Dates

Inclusive dates cover the earliest and most recent closed dates of paper and electronic files. These dates are used to ensure that all records covered under the record series have met retention before they are destroyed.

1.1.5 Volume

An estimate of the quantity of records on hand, to include how much storage space and the number of boxes or size of electronic files that are needed to store the records. Volume for paper files is expressed in cubic feet. Volume for electronic files is expressed in megabytes or gigs. The following conversion chart will assist in converting documents to cubic feet.

Records Volume Conversion to Cubic Foot Measurements

MB-Gigs = number stored
 Cassette Tapes (200) = 1.0 cu. ft.
 Magnetic Tapes (12) = 1.0 cu. ft.
 One 15 X 12 X 10 Storage Carton = 1.0 cu. ft.
 One Letter-size drawer = 1.5 cu. ft.
 One Legal-size drawer = 2.0 cu. ft.
 One Letter-size, 36" shelf = 2.0 cu. ft.
 One Legal-size, 36" shelf = 2.5 cu. ft.
 One 3 X 5 card, ten 12" rows = 1.0 cu. ft.
 One 3 X 5 card, five 25" rows = 1.0 cu. ft.
 One 4 X 6 card, six 12" rows = 1.0 cu. ft.
 One 5 X 8 card, four 12" rows = 1.0 cu. ft.
 One Tab card, five 14" boxes = 1.0 cu. ft.
 One Tab card, three 24" boxes = 1.0 cu. ft.
 One 36 x 18 lateral drawer = 4.50 cu. ft.
 One 42 x 18 lateral drawer = 5.25 cu. ft.
 16mm microfilm, 100 rolls = 1.0 cu. ft.
 35mm microfilm, 50 rolls = 1.0 cu. ft.
 (1 roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation

$$\frac{L'' \times W'' \times H''}{\text{number}} = \text{cubic feet}$$

1.1.6 Retention (not Recommended - Required)

Retention is the minimum period of time in which records must be retained before final disposition. This period of time is set by the Division of Library and Information Services, under the Department of State, and must be adhered to.

1.1.7 Disaster Preparedness

It is important in any properly maintained records management program to recognize certain documents as vital for office or agency operation. Vital records are those records which are critical to the continuation of the Department under crisis or emergency conditions (fire, flood, storm, etc.) and are required to return to normal operations in a post emergency.

After identifying its vital records, the office should ensure proper steps have been taken to protect them. An example would include duplicating vital records onto electronic media and using off-site storage for the duplicate records.

2. RETENTION OF RECORDS

Retention requirements are set by the Division of Library and Information Services. The Division has established a General Records Schedule for State and Local Government Agencies (GS1-SL) that will cover most of the records maintained by the Department. Records not included in a Record Series in the General Schedule may have retention requirements set by an Individual Agency Record schedule approved by the Division.

If retention has not been established for a record, a **Department of State Form LS5E-105REff.2-09** <http://dos.myflorida.com/media/31067/records-retention-schedule-request105.pdf>, must be completed and forwarded to the Records Management Liaison Officer for processing to establish an approved retention.

Records with a retention of Retain until Obsolete, Superseded, or Administrative (ROSA) value is lost may be destroyed or otherwise disposed of without processing a **Records Disposition Request, Form No. 050-020-06**, when the records become obsolete, are superseded, or lose administrative value. All other records require an approved Records Disposition Request prior to disposition or disposal of the records, as provided in **Section 4** below. The approval authority within the Department is the District Records Management Coordinator or the Records Management Liaison Officer.

2.1 CONSIDERATIONS FOR ESTABLISHING RETENTION PERIODS

The FDOS will review the legal, fiscal, archival, and administrative values of records to establish retention periods. Factors influencing the disposition include:

- (A) **LEGAL VALUE:** If the record series is used in litigation, or subject to litigation, or documents legal rights and/or responsibilities.
- (B) **FISCAL VALUE:** Records that document financial transactions such as budgets, payrolls, audits, or vouchers.
- (C) **ARCHIVAL VALUE:** Some records are important for historic value, such as historic information regarding a major state project. Records having archival value are retained permanently and are targeted for transfer to the State Archives for preservation.
- (D) **ADMINISTRATIVE VALUE:** The administrative value of a record series exists when the record continues to support the Department's current or future work, or until it has been superseded by a more current document and rendered obsolete.

2.1.1 General Records Schedule (GS1-SL)

General Records Schedules are developed and issued by the Division of Library and Information Services to establish disposition standards for each record series common to Florida public agencies. An agency holding a record series described on a General Records Schedule may use that time frame as the established retention period for that record series. The retention period stated in the Retention Schedule is the minimum time a record series is to be kept.

Department Administrative Records are scheduled under **General Records Schedule GS1-SL**. To acquire a current **Records Retention and Disposal Schedule**, contact the Records Management Liaison Officer, Mail Station 12, or call (850) 414-4050, or view at:

<http://dos.myflorida.com/media/698312/g1-sl-2017-final.pdf>

2.1.2 Individual Agency Records Schedules Request

Individual Agency Records Schedules are developed by the Department to cover records unique to the Department. Individual **Agency Records Schedules** are established when the Department submits an individual **Records Retention Schedule, Department of State form LS5E-105REff.2-09**, to the Division. Individual Agency Records Schedules for the Department of Transportation can be found on the Records Management SharePoint site <http://fdotsp.dot.state.fl.us/sites/TransportationSupport/SupportServices/Lists/Records%20Management/AllItems.aspx>. This request must be forwarded to Central Office, Records Management Section, Mail Station 12, for review. A copy must be provided to the Department's Office of General Counsel, Mail Station 58 and submitted to the Division for approval.

3. RECORDS STORAGE

The Department's Records Storage Section coordinates all records storage for Central Office. The Records Storage Section provides record storage boxes only for records storage purposes for the Department. The District Records Management Coordinator coordinates records storage for the District offices.

3.1 RECORDS CATEGORIES

Records are grouped into two main categories: (1) active records and (2) inactive records. How often records are accessed, not age, determines whether a file is active or inactive. Inactive records are those records that are no longer needed on a regular basis (for example, once per year), but cannot be destroyed because they have not met their required retention period. Active records should be maintained in or near the organizational unit utilizing the files. All records are candidates for storage in the Department's Records Storage Areas or EDMS.

3.1.1 Boxing and Indexing

Department offices transmitting files to the Records Storage Area are responsible for boxing and indexing files.

3.1.2 Central Office Inactive Records

District offices should send their inactive records to their appropriate District Records Management Coordinator for record storage. Central Office inactive records should be sent to the Records Storage Area if they have not met retention. Boxes sent for record storage will be prepared as follows:

- (A) All records in the boxes must be covered by an approved records retention schedule. To assure that there is an approved Schedule, refer to the ***Records Retention and Disposal Schedule***, which can be obtained from the Central Office Records Storage Section or from the Support Services SharePoint site at:

http://fdotsp.dot.state.fl.us/sites/TransportationSupport/SupportServices/Shared%20Documents/Retention_schedule.pdf
- (B) Each box will contain a specific record series.
- (C) All records are to be boxed in a storage box obtained from the Records Storage Section.
- (D) A ***Records Submittal Request, Form No. 050-020-02***, must be submitted to and approved by the Department's Records Center

personnel.

3.1.2.1 Records Submittal Request Process

After material is accepted by the Records Storage Section, the **Records Submittal Request, Form No. 050-020-02** will be signed by Records Center staff, assigned the appropriate destruction date and given to the person responsible for the Records Storage Area.

The Records Storage staff, or appropriate delegates, will transfer the approved boxes listed on the **Records Submittal Request, Form No. 050-020-02**, to the Records Storage Area where Department box numbers will be assigned. The Department box numbers will be placed on the **Records Submittal Request** and a copy will be sent to the originating office.

The submittal will be retained until materials meet the minimum retention period. When the retention for boxes listed on the **Submittal Request** is met, a **Records Disposition Request, Form No. 050-020-06**, will be processed and sent to the Record Custodian, requesting permission to destroy the records.

If two or more record series are filed together, the combined file must be kept through the longest retention period of those records. For this reason, records of two or more record series should not be combined in the same box when sent to record storage.

3.1.2.2 Stored Records Request

When an office that submitted a box needs to retrieve information from within a box, that office must complete a **Stored Records Request, Form No. 050-020-07**. The form should then be submitted to Records Storage staff to retrieve the requested record.

4. RECORDS DISPOSITION

In accordance with **Rule 1B-24.003(9)(d), F.A.C.**, records which have met retention no longer require the approval of the FDOS prior to their disposition. The authority to approve the disposition of records is now with the Department as explained in **Section 4.1.2**. The most common method of disposition of a record is the actual destruction of the record. (Disposition may also mean that records can be transferred to other agencies. For example, if a public agency wants to transfer records to another public agency, then the custody of those records becomes the responsibility of the acquiring public agency.) However, if a public agency had a request and an agreement for certain records from a private historical society, then those records would be “on loan” and the loaning public agency would be required to fill out a **Records Disposition Request, Form No.**

050-020-06, signifying that such a loan had taken place. In this case, a **Records Disposition Request** does not mean that the records will be destroyed.

A disposition request must also be used to document a media conversion. Transferring records to an electronic format is an example of a disposition of department's records that requires completion of the **Records Disposition Request**. It is also required if it is a retrospective conversion project.

4.1 PURPOSE OF RECORDS DISPOSITION REQUEST, FORM NO. 050-020-06

This form is used by an office to notify the Department of its intention to loan or transfer records to another agency, or destroy records that have met retention. The office having custody of the records that are to be loaned, transferred or destroyed must complete a **Records Disposition Request, Form No. 050-020-06**.

If the records have been submitted to the Central Office Records Storage Section for storage, a **Records Disposition Request** will be completed by the Central Office Records Storage staff and the form will be forwarded to the responsible office for the office manager's approval before destruction. Destruction encompasses destruction by recycling, landfill (only if records do not include exempt or confidential records), shredding or any other destructive process. Burning is no longer permitted.

Due to limited storage space and storage cost, it is imperative that records no longer needed be destroyed when retention is met unless the Department has instructed otherwise.

4.1.1 Records Disposition Request Submittal Process

In the District offices, the **Records Disposition Request** is completed by the office that is in possession of the records. The records disposition request, will be signed (item 5) by the office manager and will be forwarded to the District Records Management Coordinator for review and approval of the disposition method (destruction, electronic storage and destruction, etc.). The District Records Management Coordinator will also ensure that the retention period has been met.

In the Central Office, the original **Records Disposition Request** is to be submitted to the Department's Records Storage Section. The form is to be signed (Item 5) by the Office Manager responsible for the records. It will be reviewed by the Records Management Liaison Officer for approval of the disposition method.

Upon approval of the **Records Disposition Request**, the Records Storage

Section destroys records that are in Central Office Records Storage. For records maintained in the Districts, the approved ***Records Disposition Request*** will be forwarded to the requesting office so that disposal of the records can take place. After the office has destroyed the records, the individual destroying the record will sign at Item 9 of the form and return the original form to their District Records Management Coordinator. The District Records Management Coordinator will forward a copy of the ***Records Disposition Request*** to the Records Management Liaison Officer after the record has been destroyed.

4.2 PRE-DISPOSAL AUTHORIZATION

Certain records have very short retention periods (e.g., Visitor/Entry Logs; retain thirty (30) days). These records may receive a pre-disposal authorization by the District Records Management Coordinator or the Records Management Liaison Officer, which allows disposal on an as needed basis. To accomplish this, the Department has established a procedure for “pre-authorizing” the disposal action. This is accomplished by submitting a ***Records Disposition Request, Form No. 050-020-06***, to the Records Storage Section, which will allow disposal of records created up to one year after approval of the ***Disposition Request***. This process would then be repeated in subsequent years.

4.3 THE DISPOSITION OF NON-RECORD MATERIALS

Although the definition of “Public Records” established in ***Chapter 119, F.S.*** is very broad and inclusive, there are materials that are not public records. Examples include telephone books, blank forms, junk mail, and catalogues. Material of this nature may be disposed of at the discretion of the public agency without prior consent from the Division.

“Drafts” of a document are public records. The retention schedule for drafts is established by the Division as “retain until obsolete, superseded, or administrative value is lost.”

Note: Questions about which records are public records subject to retention should be directed to the Office of the General Counsel.

4.4 DESTRUCTION CERTIFICATION

No public record except those records with a “Retain until Obsolete, Superseded or Administrative value is lost” retention may be disposed of without the approval of the Department’s Records Management Liaison Officer, or the District’s Records Management Coordinator.

5. ELECTRONIC RECORDS

Records with long-term retention requirements or with multiple users may be converted to electronic format as opposed to being maintained on paper.

5.1 ELECTRONIC DOCUMENT MANAGEMENT SYSTEMS (EDMS)

Department documents stored in an EDMS must comply with all provisions outlined in ***Procedure No. 325-000-02, Chapter 13 Electronic Document Management System (EDMS) Requirements***.

As more documents are being stored electronically, offices should be aware that the retention requirements for Department documents are the same regardless of the storage media used. Consequently, the Department should be prepared to respond to requests for public information that has been stored electronically, in the same manner as if the information had been stored in hard copy. ***Rule 1B-26.003, F.A.C. (Electronic Recordkeeping)*** provides standards for public records which have a retention value of more than 10 years and which will be recorded and stored on electronic media and additional standards for public records with a more than 10-year retention.

5.1.1 Storage Retention Considerations

In accordance with ***Rule 1B-26.003, F.A.C.***, storage/retention considerations for documents stored on EDMS include:

- (A) Ensuring that a proper scanning density of 300 dots per inch for long-term/permanent records implemented.
- (B) Retention requirements are met.
- (C) Systems are maintained to ensure recoverability.
- (D) Proper storage media is used for long-term/permanent storage.
- (E) Information is not lost due to changing technology or deterioration of storage media.
- (F) Electronic records are backed up as necessary to safeguard against loss.
- (G) Proper security is maintained to protect the integrity of documents.
- (H) Record samples are checked annually to identify any loss of data.
- (I) Disposal occurs in accordance with approved retention schedules.

- (J) Electronic records exempt from public disclosures are safeguarded.

The District Records Management Coordinator or the Central Office Records Storage Section should be contacted for additional information regarding the retention and storage of electronic documents.

5.1.2 E-Mail

Information that is made or received pursuant to law or ordinance or relating to the transaction of official Department business which is conveyed in e-mail is a public record. Just like paper records, some information in emails may be exempt or confidential from public disclosure by statute. As it relates to records retention, e-mail is simply a means of transmitting information; there is no record series or category entitled ***E-mail***. To determine how long e-mail must be retained to meet the public record requirements contained in ***Chapter 119, F.S.***, the content of the message must be evaluated to determine the record series and retention period.

5.1.2.1 E-mail Retention Responsibilities

All e-mail sent to and received by the Department pursuant to law or ordinance or in connection with the transaction of official Department business is a public record, unless the content of the e-mail is specifically exempt or confidential from public disclosure by statute. E-mail retention periods range from being able to destroy the e-mail after it has served its purpose, to having to retain the e-mail permanently. To determine how long e-mail must be retained, the content of the message must be evaluated to determine what record series it falls under and the corresponding retention period that applies. A list of the retention periods for the Department's records can be found in the ***Records Series Retention List***, which may be obtained from your District or Central Office Records Management Coordinator. E-mail users should become familiar with retention requirements of documents they work with to ensure that retention requirements are met. The Department has designed its e-mail system as follows:

- (A) E-mail sent or received by a Department employee will be saved for five years.
- (B) For e-mail that has a retention period greater than five years, the sender will be responsible for meeting retention requirements by printing the document and retaining it in hard copy for the retention period or using other electronic storage capabilities provided by the Office of Information Technology (OIT).
- (C) E-mail users should avoid including exempt information in electronic transmittals, unless the information is necessary for the communication. Examples of exempt information include social

security numbers, addresses, and other personal information of current and former law enforcement officers, and employee medical records.

5.1.2.2 Transitory Messages

Certain information transmitted via e-mail has very limited administrative value; for example, notifying employees via e-mail of an upcoming meeting. Information of this nature, whether sent in writing or e-mail, is classified as a record series called ***Transitory Messages***. ***Transitory Messages*** are created primarily to communicate information much like a telephone or hallway conversation is used to convey routine office information. ***Transitory Messages*** do not set or change policy, establish guidelines or procedures, or certify a transaction. E-mail classified as a transitory message has a retention period that allows destruction when the information contained in the e-mail is considered obsolete, superseded or its administrative value is lost. Consequently, the user may delete a ***Transitory Message*** immediately after it has served its intended purpose.

5.1.2.3 Correspondence and Memoranda: Administrative

Under certain circumstances, e-mail may have more significant administrative, fiscal, historical, or legal value, which means that the information contained in the e-mail falls under another record series requiring a longer retention. For example, routine office correspondence sent via e-mail would fall under a record series called ***Correspondence and Memoranda: Administrative***, which has a retention period of three fiscal years. Another example would be e-mail that establishes policy, forms a contract, certifies a transaction, or relates to a project file. E-mail of this nature falls under a record series called ***Correspondence and Memoranda: Program and Policy Development***, which have five fiscal years retention and are to be offered to Florida State Archives for archival review before they are destroyed.

5.2 PREPARATION OF RECORDS FOR CONVERSION TO ELECTRONIC STORAGE

Preparation of records to be transferred to long term electronic storage is the responsibility of the office submitting the records to the Records Storage Section for transfer. Staples, pins, clips, and other types of fasteners must be removed. Torn and worn documents must be reconditioned. Crumpled and dog-eared documents must be smoothed out so they will photograph clearly and not jam the machinery. Documents that are not letter size paper (cards, half-sheets, etc.) should be taped securely to a letter size sheet.

5.2.1 Document Arrangement within Box

Each box of documents shall contain an indexed data sheet and all documents shall be arranged in the order that the submitting office prefers to reference them.

5.2.2 Disclaimer

Prior to scanning all documents that cannot easily be read with the naked eye should be stamped with a disclaimer which states: "DISCLAIMER: Due to illegibility and/or condition of the scanned source document, the electronic image may not be legible."

5.2.3 Incorrectly Prepared Records

All documents received by the Document Control Section which are not properly prepared to be electronically stored will be returned to the submitting office for correction.

6. DISTRICT RECORDS MANAGEMENT COORDINATOR RESPONSIBILITIES

The responsibilities of the Records Management Coordinator shall include:

- (A) Coordinating with all Records Custodians in the District to ensure compliance with the requirements of the Records Management Program of the Florida Department of State; and
- (B) Checking all **Records Disposition Requests** for accuracy and completeness, and approving and signing the requests to certify the records have met established retention.

7. DEPARTMENT PUBLICATIONS

The Department sells certain publications to the public and to various government agencies at prices which are consistent throughout the Department.

A list of **Publications/Services** will be produced by Central Office Maps and Publications Section and updated as appropriate.

7.1.1 Office Responsibilities

In accordance with **Section 283.55, F.S.**, by March 1 of each year, each office shall provide the Maps and Publications Office a list of all publications produced by that office. The list should include the following information: publication name, office name, contact name, contact phone number, publication cost (if any), and how the publication is distributed.

7.1.2 Central Office Maps and Publications Responsibilities

The list of Publications/Services produced by the Central Office Maps and Publications Section may be obtained from the following sources:

- (A) FDOT Web page at <http://www.dot.state.fl.us/mapsandpublicationshttp://www.fdot.gov/publications/publications.shtm>.
- (B) Maps and Publications Sales at (850) 414-4050.

7.1.3 Payment for Publications

Payment must be received before any publication can be distributed. The Department accepts payment by cash, check, and U.S. Postal money order. All checks must be made payable to the **Florida Department of Transportation** and mailed to Florida Department of Transportation, Maps & Publications, Mail Station 12, 605 Suwannee Street, Tallahassee, Florida 32399-0450.

7.1.4 Publication Mailing Lists

In accordance with **Section 283.55, F.S.**, by March 1 of each odd-numbered year, each office shall survey the addresses on each of its publication mailing lists by obtaining the following information:

(name of publication)

Please choose one of the following options:

- I would like to receive this publication in hard copy format.
- I would like to receive this publication in electronic format. My e-mail address is: _____.
- I do not wish to receive this publication.

Should your response to this survey not be received by April 30, your name will be automatically purged from our mailing list.

Those addressees who respond shall be maintained or removed from such mailing list in accordance with the responses. Those addressees not responding by April 30 of the odd-numbered year shall be automatically purged from the mailing list. Agencies are prohibited from supplying addressees with prepaid response forms.

7.1.5 The Florida State Documents Depository Program

In accordance with **Section 257.05(2), F.S.**, the **State Documents Depository Program** was formed to meet the needs of researchers and the public to access information on and about Florida government. The Statute requires all agencies publishing reports, studies, newsletters, brochures, pamphlets, or other informational material that may be subject to distribution to the public to deposit those publications with the FDOS Division of Library and Information Services for distribution to designated depository libraries throughout the state. For any public document that has fewer than 40 copies produced, 2 copies shall be provided to the State Library. For any publication for which more than 40 copies are produced, 35 copies shall be provided to the State Library. The Department will furnish the copies to the Division of Library and Information Services in the media published by the Department. If the Department publishes a document described above only in an electronic format, the Department's responsibility is to provide the state library one (1) electronic copy (DVD, CD, etc.)

This program assures a statewide distribution of publications is made available to the public for use and research in the depository libraries or on interlibrary loan to other libraries in the state and nation.

8. TRAINING

The Support Services office personnel will offer training to assist users in the processes established in this procedure.

9. FORMS

The following forms are available in the Department's Forms Library on the Forms and Procedures Office website at:

<https://fms.fdot.gov/Form?sort=number>

Records Submittal Request (Form 050-020-02)

Records Disposition Request (Form 050-020-06)

Stored Records Request (Form 050-020-07)