

**PENSACOLA STATE COLLEGE**  
**POLICIES OF THE DISTRICT BOARD OF TRUSTEES**

Policy Title:	Safekeeping, Reproduction, and Destruction of Records	<u>Number</u> 6Hx20-1.022
Legal Authority:	s. 1001.64, Fla. Stat.	<u>Page</u>
Law Implemented:	s. 119.021, s 257.36 Fla. Stat. SBE Rule 6A-14.047	
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The President shall be responsible for developing procedures for the safekeeping, reproduction, and destruction of College records in accordance with all applicable laws, rules, and regulations.

Public records of the College shall be available for inspection or copying in accordance with Federal and State laws. Copies of any non-exempt documents shall be furnished to the requesting party, and a charge may be assessed in accordance with applicable law.

History:	Adopted 1/12/76 as 6Hx20-14.10; repromulgated 11/19/85, amended 12/17/96; repromulgated 2/21/06.	
President's Signature:		Date: