

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Safekeeping, Reproduction, and Destruction of Records	<u>Number</u> 120
Related Policy:	Safekeeping, Reproduction, and Destruction of Records – 6Hx20-1.022	<u>Page</u> Page 1 of 2

**I. Purpose**

To control the maintenance, retention, preservation, and disposal of College records in accordance with statutory and administrative rules and regulations, provide a procedure to dispose of College records, and designate the College’s Records Management Liaison Officer (RMLO).

**II. Procedure**

**A. College records**

1. College records can be paper or electronic. Each area administrator should develop procedures for file creation, storage, and disposal so that records are available until their administrative value becomes null.
2. The College RMLO is the Coordinator of Accounting.
3. During the development of new records systems, the RMLO should be notified to ensure that the system will meet the state’s requirements for records management.

**B. Records Management**

1. The College will, at a minimum, keep records for the retention periods identified in the State of Florida General Records Schedule GS5 for Universities and Colleges and GS1-SL for State and Local Government Agencies. The College will keep records related to Grants for the retention periods required in the applicable grant agreement. Hurricane and other records may be subject to longer record retention periods as specified in the award documentation.
2. Retention periods are for the record (master) copy only, which is defined as the public record specifically designated by the custodian as the official record.
3. To ensure that one does not mistakenly destroy the master copy, all record destruction must be approved in advance by the College RMLO after the area administrator approves. Grant-funded record destructions require the Assistant Comptroller- Restricted Accounting’s approval in addition to the RMLO.

**C. Retention and Destruction Request Form and Process**

1. A record holder (or user department) prepares a request to Move Records to Archives for all records within their retention period in accordance with the State General Record Schedules.
2. Upon approval for retention, the user department must fill out a Maintenance Request to move the records to the College's Archives. An approved retention schedule is retained by the user department for later destruction once the records reach their retention expiration date.
3. A notice of intent to destroy the records is indicated by submitting a Records Disposition Document to the College's RMLO for approval. Grant-funded record destructions require the Assistant Comptroller – Restricted Accounting's approval in addition to the RMLO.
4. Upon approval, the record holder (or user department) prepares the records for disposal in accordance with instructions and the approved Records Disposition Document.
5. Once the user department destroys the records, the Records Disposition Document is completed and returned to the RMLO. All completed Record Disposition Documents are permanent records of the College.

All forms and the General Records Schedules links can be found on PirateNet, on the Documents and Links tab, and in the Records Management Program section.

Responsible Official	Vice President, Business Affairs	
President's Signature:		Date: 12/01/2025