SUBJECT: ADMINISTRATIVE RECORDS MANAGEMENT POLICY

1.0 PURPOSE:
   1.1. The purpose of this Administrative Records Management Policy is to provide for the efficient, economical and effective management of all administrative records for as long as they have legal, fiscal, business, or historic value and to ensure they are readily accessible for public inspection excluding any confidential information that is protected by State and/or Federal rules, procedures and laws.

2.0 REFERENCES:
   2.1. Clerk Policy No. 1.2.00.002, Information Security and Privacy
   2.2. Clerk Policy No. 1.2.00.019, Internal Auditor Access to Systems, Records, and Files
   2.3. Clerk Procedure No. 1.6.00.001, Emergency/Disaster Management Plan
   2.4. F.A.C., Ch. 1B-24.003, Records Retention Scheduling and Disposition
   2.5. F.A.C. Ch. 1B-26.003, Electronic Recordkeeping
   2.6. F.S., Ch. 119, Public Records
   2.7. F.S., Ch. 257, Public Libraries and State Archives
   2.9. General Records Schedule GS11 for Clerk of Courts

3.0 ATTACHMENTS:
   3.1. NONE

4.0 DEFINITIONS:
   4.1. Administrative Records - all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, 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 excluding all Judicial Branch records.
   4.2. Record Copy - Record (Master) copy means public records specifically designated by the custodian as the official record.
   4.3. Records Management Liaison Officer (RMLO) - The Clerk’s appointed employee designated to serve as the primary point of contact between the agency and the State Library and Archives of Florida’s records management program per F.S., Ch. 257.
   4.4. Records Coordinator – The appointed records liaison for each division responsible for assisting the RMLO in the retention and destruction of the division’s records.
4.5. Record Series - a group of related documents arranged under a single filing arrangement or kept together as a unit because they are related to the same subject, form or activity.

5.0 POLICY

5.1. Duties and Responsibilities

5.1.1. Custodian

5.1.1.1. In accordance with F.S., Ch. 257 and F.S., Ch. 119, the Clerk of Court can assign a designee the responsibility for the maintenance, preservation, and retention of the agency public records.

5.1.1.1.1. The Supervising Deputy Clerk, Records Storage Facility is the designated RMLO for the Lake County Clerk’s Office with the following duties:

5.1.1.1.1.1. The inventorying of agency records.
5.1.1.1.1.2. To work with the Division of Library and Information Services to establish new records retention schedules and to ensure the appropriate disposition of records eligible for destruction.
5.1.1.1.1.3. To assist in training and advising agency staff in records management practices.
5.1.1.1.1.4. To participate in agency decision-making for issues such as microfilming, imaging, storage, and disposal.
5.1.1.1.1.5. To respond to public questions regarding agency records and records management practices.
5.1.1.1.1.6. To report annually to the Division of Library and Information Services regarding the agency’s compliance with records management statutes and rules.
5.1.1.1.1.7. To develop a comprehensive Records Management Manual for the Clerk of Court’s Administrative Records.

5.1.2. Records Coordinators

5.1.2.1. The supervisors for each department/division will assign an employee to act as the records liaison for their respective department/division’s records.

5.1.2.2. Responsibilities

5.1.2.2.1. Review department/division assigned records to identify records eligible for destruction in accordance with the General Records Schedules, verify inclusive dates and record series titles, and submit eligible destruction list to RMLO for review.

5.1.3. Clerk employees

5.1.3.1. All Clerk employees are responsible for maintaining records in their possession in a manner that is in accordance with the directives of the Administrative Records Management Policy, Information and Security Policy, and Clerk of Court procedures.

5.1.4. Information Resources

5.1.4.1. The Chief Deputy Clerk, Information Resources will establish written procedures to ensure the integrity, security, retrieval, conversion,
migration, and archiving of electronic records is in accordance with the directives of the Administrative Records Management Policy.

5.1.5. Internal Auditor
5.1.5.1. In accordance with Clerk of Court Policy No. 1.2.00.019, the Internal Auditor is given unrestricted access to County information, systems, records, files, property, etc. while acting in performance of their official duties and responsibilities.

5.1.5.2. The Internal Auditor will verify all applicable internal audits have been released prior to the final disposition of Clerk of Court records.

5.2. Disaster Recovery Plan
5.2.1. In the event of a disaster, the RMLO will work with Senior Management to implement the Emergency/Disaster Management Plan in accordance with Clerk of Court Procedure No. 1.6.00.001

5.3. Information Security and Privacy
5.3.1. Nothing in this policy should be interpreted as to contradict or undermine the Clerk’s Information and Security Policy No. 1.2.00.002

5.4. Public Records Request for Administrative Records
5.4.1. Under the direction of the Clerk of Court, the RMLO will work with Senior Management Staff members to establish procedures for providing supervised access to any person desiring to copy or inspect a public record during normal business hours and under reasonable conditions.

5.4.2. Public records requests will be acknowledged promptly and a reasonable effort will be made to determine if the record exist within the agency and, if so, the location at which the record can be accessed.

5.4.3. When an exemption applies to a public record, the portion of the record to which an exemption applies will be redacted, and the remainder of such record will be made available for inspection and copying.
5.4.3.1. If any portion of a public record is exempt from inspection and copying, then the basis of the exemption that is applicable to the record shall be stated, including the statutory citation to an exemption created or afforded by statute.
5.4.3.2. If requested by the person seeking to inspect or copy the record, the clerk with approval of the RMLO shall state in writing and with particularity the reasons for the conclusion that the record is exempt.

5.5. Records
5.5.1. Under the direction of the Clerk of Court the RMLO will establish written procedures for identifying record copies for all agency records 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 in the custody of the Clerk.
5.5.1.1. Upon the Clerk of Court’s certification, a record copy shall then have the force and effect of the originals per F.A.C, 1B-24, and F.S., Ch.119.

5.5.1.2. Electronic Records Management
   5.5.1.2.1. The RMLO in cooperation with Information Resources will establish written procedures for managing electronic signatures, e-mail, metadata, voice mail, and all other record types that are electronic in nature.

5.5.1.3. Archives
   5.5.1.3.1. Historic Records
      5.5.1.3.1.1. The RMLO will identify records with historic value and implement a written plan to provide for their preservation.
   5.5.1.3.1.2. Permanent Records and Long Term Retention
      5.5.1.3.1.2.1. The RMLO in cooperation with Information Resources and respective Senior Management Staff member will evaluate the best solution for preserving records with permanent or long term retention (records with retention period over 10 years) and define written standards for the preservation of all record series meeting these criteria.

5.5.1.4. Vital records
   5.5.1.4.1. Under the direction of the Clerk of Court, the RMLO in coordination with Senior Management and Information Resources will identify records that are critical to the continuing operation of the organization and implement a plan for the protection and management of the information.

5.6. Record Schedules, Retention, and Disposition
   5.6.1. Under the direction of the Clerk of Court, the RMLO will establish records retention schedules in accordance with State and Federal rules, procedures, laws, and other guidelines such as the General Records Schedule GS1-SL for State and Local Government Agencies and General Records Schedule GS11 for Clerk of Courts.

   5.6.2. Under the direction of the Clerk of Court, the RMLO in coordination with Senior Management and the Internal Auditor will establish written procedures to oversee the retention and disposition of all records.

5.7. Records Storage
   5.7.1. The RMLO will ensure the efficient and economical storage of all agency records preventing unnecessary duplication when possible.

5.8. Training
   5.8.1. All Clerk of Court employees will complete training once every two years on how to create, edit, store, classify, retrieve, and store agency records.
   5.8.1.1. New employees will receive agency records training by the RMLO or by their supervisor within the first 60 days of employment.
All Policies of the Lake County Clerk of Courts require the approval signature of the Lake County Clerk before any Policy may be put into the proper PDF format and included on the Clerk Intranet. Therefore, a standardized routing and approval cover letter is hereby created that will be used and attached to any Policy being proposed and submitted.

The following person(s) affix their name and initials below to attest that the attached document has been prepared, reviewed, and submitted through the applicable Chief Deputy within the Clerk’s Office to the Lake County Clerk for approval:

Policy Approval Form:

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<th>Name</th>
<th>Title</th>
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<th>Date</th>
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<td>Prepared By:</td>
<td>Tim Wilhelm</td>
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<td>Senior Clerk</td>
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