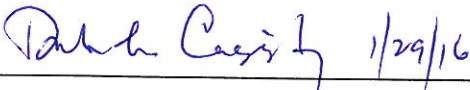




**Florida Agricultural and Mechanical University**  
**Division of Finance and Administration**  
**Office of Property Records**

**INTERNAL OPERATING MEMORANDUM**

Memorandum No. 16C.001

<b>Subject:</b>	<b>Document Management and Retention</b>	
<b>Authority:</b>	<b>Chapter 1001.74, 1001.75, Florida Statutes</b>	<b>Date: 7/19/2010 Revised: 1/28/2016</b>
<b>Related References</b>	<b>Chapter 1B-11, Florida Administrative Code--Use of Archives and Archives Facilities</b> <b>Chapter 1B-24, Florida Administrative Code--Public Records Scheduling and Dispositioning</b> <b>Chapter 1B-26.003, Florida Administrative Code--Electronic Recordkeeping</b> <b>Chapter 1B-26.021, Florida Administrative Code--Microfilm Standards</b> <b>Chapter 119, Florida Statutes--Public Records Law</b> <b>Chapter 257, Florida Statutes--Public Libraries and State Archives</b>	
<b>Purpose</b>	<b>It is the policy of the Florida A&amp;M University to comply with applicable State Statutes, Federal Regulations, Florida Administrative Code/Rules and the Department of State's policies and procedures on records management.</b>	
<b>Signature of Approving Authority</b>		

**10A.100 DEFINITIONS**

- A. **Active Records:** Those records which still have sufficient administrative, legal, fiscal or historical value that warrant their continued storage in an easily accessible area.
- B. **Custodian:** The elected or appointed state, county, district, or municipal officer charged with the responsibility of maintaining the office having public records, or his or her designee, pursuant to Rule 1B-24, FAC. For the purpose of this policy, the University President will be the Custodian.
- C. **Department of State:** A state agency charged with the statutory responsibility for administering and managing a records management program for the State of Florida. The Division of Library and Information Services is the office of primary responsibility. The operation of the records management program is assigned to the Bureau of Archives and Records Management.
- D. **Duplicate (or Convenience) Copy:** Reproductions of record copies, prepared simultaneously or separately, which are designated as not being the official copy.

- E. **General Records Schedules:** Retention requirements issued by the Department of State, Division of Library and Information Services to establish the minimum time that records must be kept. The schedules are standards for the retention of public records common to specified agencies within the State of Florida.
- F. **Inactive Records:** Records which have lost some of their value or have been superseded by new records, but which have not reached their specified retention. These records can be stored off-site until final disposition is warranted.
- G. **Public Records:** Chapter 119, Florida Statutes, Public Records Act, defines "public records" as "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, *regardless* of physical form, or characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by an agency."
- H. **Record (Master) Copy:** Public records designated by the Custodian or Records Custodian as the official record.
- I. **Records Center:** A facility managed by the Bureau of Archives and Records Management, Department of State, especially designed and constructed for the low-cost and efficient storage and furnishing of reference service on semi-active records pending their ultimate disposition.
- J. **Records Coordinator:** An individual designated by a Division Vice President, Dean or Director to serve as coordinator for a division, college, school, department or program.
- K. **Records Custodian:** An individual designated by the President that performs the function of Vice President, General Counsel, Dean and Director. Such designation is hereby expanded to include Associates, Assistants and administrators as may be warranted and will take effect upon approval of the policy on records management.
- L. **Records Disposition Document:** The document that, when properly completed and signed by the designated Records Custodian and approved by the Records Management Liaison Officer, authorizes the actual disposal of records.
- M. **Records Inventory:** The systematic categorization of records inside an agency; this is an inventory performed by Records Coordinators, in cooperation with the Records Management Liaison Officer, toward the identification of retention periods associated with record series within University offices.
- N. **Records Management Liaison Officer:** An individual designated by the University that serves as a contact person to the Division of Library and Information Services, Department of State pursuant to Rule 1B-24, FAC., and is assigned duties and responsibilities related to records management by the Custodian.
- O. **Records Management:** A program instituted to achieve control over records from the time of their creation or receipt, through their organization and maintenance, and finally to their ultimate disposition.
- P. **University Employee:** An employee duly employed by the University that performs approved functions within a division, college, school or department.

## 10A.200 RESPONSIBILITY AND DUTIES

**10A.201 Records Custodian:** The Records Custodian, as defined in this policy, will be responsible for:

- A. Attaining familiarity and compliance with state statutes and rules, general records schedules, university policy and the processing of applicable documents related to records management and disposals.

- B. Reporting to the Records Management Liaison Officer the name of the employee who will act as Records Coordinator within his or her area of responsibility.
- C. Reviewing and signing the Records Disposition Form pertinent to records whose retention schedules have expired and are ready for disposal within their jurisdiction.
- D. Ensuring that assigned storage areas meet safety regulations and initiating corrective action when deficiencies are noted.

**10A.202 Records Coordinator:** The Records Coordinator will have the following duties and responsibilities, including but not limited to:

- A. Providing assistance to faculty and staff members regarding the retention and disposal of records.
- B. Coordinating retention and disposal activities with the Records Management Liaison Officer.
- C. Completing and maintaining the necessary documentation to support the retention and disposal of records.
- D. Attaining familiarity and compliance with state statutes and rules, general records schedules, university policy and the processing of applicable documents related to records management and disposals.
- E. Conducting records inventory to determine retention and disposal actions.
- F. Ensuring that active records transitioning to an inactive status are stored in one-cubic foot boxes and identified using the state approved label.

**10A.203 Records Management Liaison Officer:** The Records Management Liaison Officer will have the following duties and responsibilities, including but not limited to:

- A. Serving as the University contact with the Department of State, Bureau of Archives and Records Management.
- B. Attaining familiarity and compliance with State statutes, Federal regulations, Chancellor's Memoranda, Florida Administrative Code/Rules, Department of State's policies and procedures and other applicable provisions, as it may be warranted.
- C. Drafting, developing and implementing a University-wide policy and procedures on records management. Update such policy and procedures as warranted.
- D. Providing direction and coordination of all University activities related to records management, retention and disposals.
- E. Assisting University departments in the disposal of records whether by destruction, microfilming or other appropriate means such as incineration and recycling.
- F. Developing materials for presentation to faculty and staff and for conducting training sessions.
- G. Surveying university records storage facilities and recommending changes and improvements to management.
- H. Compiling data on the disposal of records.
- I. Completing the Annual Compliance Report to be submitted to the Department of State, Division of Library and Information Services in the format provided by said department.
- J. Approving the Records Disposition Documents that are prepared by requesting departments and
- K. Maintaining support documentation on records retention and disposals.
- L. Developing and maintaining special retention schedules when established for campus departments
- M. Maintaining a list of Records Custodians and Records Coordinators
- N. Posting and maintaining publications and forms in the University's Internet site.
- O. Providing guidance and support to Records Coordinators when they conduct records inventory.



- P. Designing and implementing forms, checklists or other tools for use in conjunction with the records management function.

**10A.204 University Safety Officer:** The University Safety Officer will conduct period inspections of storage areas where records are kept. The Officer will be responsible for:

- A. Identifying areas of non-compliance with safety regulations.
- B. Reporting to the Records Management Liaison Officer and applicable Records Custodian areas where safety deficiencies are noted.

**10A.205 University Employees:** University employees will be responsible for:

- A. Attaining familiarity and compliance with state statutes and rules, general records schedules, university policy and the processing of applicable documents related to retentions and disposals.
- B. Conducting records inventory to determine retention and disposal actions.
- C. Coordinating retention and disposal actions with Records Coordinators
- D. Ensuring that active records transitioning to an inactive status are stored in one-cubic foot boxes and identified using the state approved label.

### **10A.300 PROCEDURES**

**10A.301 Determining Retention Schedules:** Records Custodians and Records Coordinators, in cooperation with the Records Management Liaison Officer, are required to use the approved records retention schedules published by the Bureau of Archives and Records Management to determine the retention schedule for the records maintained by their respective departments. Retention schedules establish the minimum amount of time that records must be kept prior to disposal.

The two publications frequently used in determining records retention are: General Records Schedule for Universities and Community Colleges GS5 and for State Government Agencies GS1-S. Additional retention schedules related to legal and medical records, law enforcement records and K-12 educational facilities can be found at this web site address:

<http://dhis.dos.state.fl.us/barm/genschedules/gensched.htm>.

- A. **Individual Retention Schedules:** If the above publications on retention periods do not contain an appropriate schedule for records in use, the Records Management Liaison Officer, in cooperation with the applicable Records Coordinator will draft a proposed retention schedule and submit it to the Bureau of Archives and Records Management for review and final approval. Upon approval by said Bureau, the individual retention schedule may be used by the University. The request is prepared using the Records Retention Schedule, Form LS5E105REff1-01. An electronic copy is available by accessing:  
<http://dhis.dos.state.fl.us/barm/pubforms.html>
- B. **Outside-Agencies Retention Schedules:** Granting agencies, federal government, private organizations and other governmental entities may require longer retention periods. In such cases, Records Custodians and Records Coordinators will notify the Records Management Liaison Officer of such special needs and cooperatively establish outside-agency retention schedules to meet those needs. Such schedules do not require review and approval by the Bureau of Archives and Records Management. However, such retention schedules must be documented.
- C. **Record Keeping:** The Records Management Liaison Officer will retain copies of individual retention schedules and outside-agency retention schedules that are implemented.

**10A.302 Determining Disposal Actions:** Public records are eligible for disposal when retention schedules expire and disposal activities are not suspended. For details on factors that may cause the suspension of disposals, refer to Section 10A.303, Factors Influencing Retentions and Disposals.

The sample forms provided in this section of the policy serve to establish disposal requirements and guide Records Custodians, Records Coordinators, employees and Records Management Liaison Officer in their efforts toward the disposal of records according to FAMU Policy No. 10A.000, RECORDS STORAGE AND RETRIEVAL. Blank forms and completion instructions are electronically available by accessing Section 10A.400, ATTACHMENTS of this policy.

- A. **Records Disposal Checklist.** The checklist is used to plan and organize a records inventory activity. [\(ENTER LINK FOR SAMPLE FORM, Exhibit A\)](#)
- B. **Records Inventory Worksheet.** The worksheet is used to document the general description of records being inventoried including their inclusive dates. This document serves as the basis for preparing the Records Disposition Document. [\(ENTER LINK FOR SAMPLE FORM, Exhibit B\)](#)
- C. **Records Disposition Document.** The document is the official form that is used for the disposal of records. The form is prepared by Records Coordinators or departmental employees and is submitted to the Records Management Liaison Officer for review and approval. Once approved, records may be disposed of properly. [\(ENTER LINK FOR SAMPLE FORM, Exhibit C\)](#)
- D. **Record Label.** The document is the official form for identifying boxes and contents. The labels are applied to the storage boxes. The information on the label serves to determine content and disposal of records with expired retention periods. [\(ENTER LINK FOR SAMPLE FORM, Exhibit D\)](#)

**10A.303 Factors Influencing Retentions and Disposals:** Record retentions may be extended and disposals may be delayed (“on hold”) due to reviews, audits, investigations, litigation, accreditation activities or requests for information from the public or entities outside the University.

The following offices should be contacted to check if University records are “on hold”: Office of Inspector General, Office of General Counsel, Controller’s Office, Office of Equal Employment Opportunity and Auditor General. Other University officials such as Division Vice Presidents, Deans, Directors and Records Management Liaison Officer may be contacted, as warranted, to ascertain if there is any freeze on records disposals.

Extending retentions may apply to records whose retention schedules have not expired. Delays may apply to records whose retention schedules have expired and are ready for disposal. In either case, the records are put “on hold” until further notice.

When records are put “on hold”, the Records Custodian will:

- A. Notify Records Coordinators and Records Management Liaison Officer when records are put “on hold”. Provide written documentation if available.
- B. Ensure that records “on hold” are stored in a safe place.
- C. Secure clearance from applicable University officials prior to requesting and authorizing further disposal action of records that was ‘on hold’.



- D. Notify Records Coordinators and Records Management Liaison Officer when records are no longer “on hold”.

When records are put “on hold”, the Records Coordinators will:

- A. Mark the record boxes with a label indicating that the disposal is “on hold”. Include name of contact person on the label for reference.
- B. Secure the record boxes in a safe place.
- C. Retain records “on hold” until written instructions are received from the Records Custodian and Records Management Liaison Officer authorizing further disposal action.

When records are put “on hold”, the Records Management Liaison Officer will:

- A. Ascertain the source or authority for placing records “on hold”.
- B. Maintain documentation of records “on hold”.
- C. Secure clearance from applicable University officials prior to authorizing further disposal action of records that was ‘on hold”.

**10A.304 Types and Length of Retention Periods:** Retention periods may vary depending on the records series in use (Employee Records, Purchase Orders, Fiscal Reports, Legal Cases, Supporting Documentation, Investigation Documents, Board Meetings). The retention periods are contained in the General Records Schedules published by the Bureau of Archives and Records Management. The following Internet site provides access to them:

<http://dlis.dos.state.fl.us/barm/genschedules/gensched.htm>

One common retention period is expressed in years. The following are examples of retention periods:

- A. **Anniversary Year:** From a specific date  
Example: Retention of 3 years. If a record has a “3 year” retention, the record needs to be retained for 3 years after the *ending date* of the record.
- B. **Calendar Year:** January 1st thru December 31st  
Example: Retention of 3 calendar years. If a record has a “3 calendar year” retention, the record needs to be retained for 3 years after the *end of the calendar year* that the last record applies.
- C. **Fiscal Year:** July 1 through June 30  
Example: 3 fiscal years. If a record has a “3 fiscal year” retention, the record needs to be retained for 3 years after the end of the *fiscal year* that the last record applies. Note: The fiscal year for records related to grant-funded projects may be dictated by the granting agency.

**10A.305 Transitioning Active Files to Inactive Status:** When Records Coordinators or departmental employees transfer records from an active status to an inactive status, the following boxing procedure should be followed:

- A. Use one cubic feet box.
- B. Apply the official State Records Label to boxes with records. Number the boxes.
- C. Store documents within the same record series; do not mix record series.
- D. Maintain a list showing box sequence number and general description of contents.
- E. Departmental employees should coordinate the placement of record boxes in storage areas with their respective Records Coordinators.
- F. Avoid using assorted types of storage boxes.

- G. Consider using the State Records Center for storage and box management. The services are delivered for a fee. Consult with the Records Management Liaison Officer for additional details and benefits including the completion of labels and appropriate transmittal forms.

**Note:** Stackable cardboard drawers that come with braces and clips could be used for storing records. Braces and clips can help keep the drawers from collapsing.

**10A.306 Storage Areas and Safety:** Storage areas where records are stored must be kept clean and in good order. The following procedure will apply to storage areas:

- A. Records Custodians will report periodically to the Records Management Liaison Officer the physical locations where inactive records are stored.
- B. University employees are required to observe safety regulations within the storage areas.
- C. Flammable materials must not be stored with records in storage areas.
- D. Hallways and interior aisles in storage areas must be clear of obstructions.
- E. Storage areas will be inspected by the University Safety Officer periodically.
- F. University employees will maintain their assigned storage areas clean.
- G. Trash and empty boxes must be placed in garbage containers.

**10A.307 Records Volume Conversion to Cubic Foot Measurements:** University employees should use the conversion table below to estimate the cubic feet of records being disposed of. If records are kept in other format (computer tapes, audio tapes), contact the Records Management Liaison Officer for further assistance on conversions.

The cubic footage is reported at the time when the Records Disposition Document is completed by a requesting department. The cubic footage serves as the basis for the preparation of the Annual Compliance Statement.

- Letter-size, drawer or box 1.5 cu. ft.
- Legal-size, drawer or box 2.0 cu. ft.
- Letter-size, 36" shelf 2.0 cu. ft.
- Legal-size, 36" shelf 2.5 cu. ft.

**10A.308 Data Collection and Reporting Requirements:** The Records Management Liaison Officer will collect data on the cubic footage of records disposed of and other data pertinent to records management. The collected data on cubic footage will serve to prepare the Annual Compliance Statement that is submitted to the Department of State, Bureau of Archives and Records Management.

**10A.309 Internet Web Site on State Records Management:** The Department of State, Division of Library and Information Services maintains an Internet site where publications and forms are found on records management: <http://dlis.dos.state.fl.us/barm/recordsmgmt.html>

The information available at the Internet site covers the topics listed below. The Records Management Liaison Officer is available to assist Records Custodians, Records Coordinators and departmental employees if additional information or assistance is needed regarding the state publications and forms.



- Basics of Records Management
- Micrographics Handbook, Guidelines for the Application of Micrographics
- Technologies in Public Records Management
- Electronic Records and Records Management Practices
- File Management Handbook
- Public Records Storage Guidelines for Records Centers and Archives
- Forms Used in Records Management
- General Records Schedules
- State Records Center, Services Available

**10A.400 Attachments:** The following attachments apply to the University's records management function.

- Exhibit A- **Records Disposal Checklist.** The checklist is used to plan and organize a records inventory activity. **(ENTER LINK FOR BLANK FORM)**
- Exhibit B- **Records Inventory Worksheet.** The worksheet is used to document the general description of records being inventoried including their inclusive dates. This document serves as the basis for preparing the Records Disposition Document. **(ENTER LINK FOR BLANK FORM)**
- Exhibit C- **Records Disposition Document.** The document is the official form that is used for the disposal of records. The form is prepared by Records Coordinators or departmental employees and is submitted to the Records Management Liaison Officer for review and approval. Once approved, records may be disposed of properly. **(ENTER LINK FOR BLANK FORM AND INSTRUCTIONS)**
- Exhibit D- **Record Label and Instructions for Completion.** The document is the official form for identifying boxes and their content. The information on the label serves to determine content and disposal of records with expired retention periods. **(ENTER LINK FOR BLANK FORM AND INSTRUCTIONS)**

**(The pages that follow are the Exhibits A through D and completion instructions)**



## RECORDS INVENTORY CHECKLIST EXHIBIT A

**PURPOSE:** This Records Disposal Checklist will assist University departments in preparing themselves for the disposal of public records according to FAMU Policy No. 10A-000, RECORDS STORAGE AND RETRIEVAL.

**APPLICABILITY:** This Records Disposal Checklist applies to records whose retention schedules *have expired* according to the state General Retention Schedules. Frequently used record schedules are found in the web site address: <http://dhis.dos.state.fl.us/barm/genschedules/gensched.htm>

- ( ) Check for requests for “public records” that might have come to the University from the media, individuals, organizations, local, state or federal agencies.
- ( ) Check for records “ON HOLD” due to reviews, accreditations, audits, investigations, litigation or disputes.
- ( ) Report records “ON HOLD” to supervisor.
- ( ) The *sensitivity and confidentiality* of each type of record may dictate the type of disposal. Consult with supervisor and Records Management Liaison Officer to determine the most appropriate method of disposal (trash, recycling, incineration, shredding).
- ( ) Prepare records for disposal whose retention schedules have expired. RECORDS MUST NOT BE “ON HOLD” in order to be disposed of.
- ( ) Store files within the same records series, do not mix series.
- ( ) Records in file cabinets must be transferred to boxes. Use 1 cubic foot boxes available from the State Records Center or Pride of Florida. Also, use transparent packing tape to seal the boxes. Do not use scotch tape. Boxes cost approximately \$6.25 for a bundle of 25.
- ( ) Boxes must be labeled using the official State Records Label.
- ( ) **ASSISTANCE:** Please contact the University Records Management Liaison Officer when assistance is needed. Phone 599-3203, Fax 561-2160.

## RECORDS INVENTORY CHECKLIST EXHIBIT A (continued)

**STEP 1** - **CONDUCT INVENTORY OF RECORDS.** Identify type of records (purchase orders, vouchers, academic files, policies, employee recruitment, student files, administrative and program files, other files). Use the Records Inventory Worksheet to list description of records and inclusive dates.

Frequently used records schedules and records series are found in the following web site addresses:  
<http://dlis.dos.state.fl.us/barm/genschedules/gensched.htm>

**STEP 2** - **COMPLETE BOX LABELS AND APPLY TO BOXES.**

**STEP 3** - **COMPLETE RECORD DISPOSITION DOCUMENT AND SUBMIT TO RECORDS MANAGEMENT LIAISON OFFICER FOR REVIEW AND APPROVAL**

**STEP 4** - **UPON RECEIPT OF APPROVAL; COORDINATE THE PICK UP OF APPROVED RECORDS FOR DISPOSAL WITH THE RECORDS MANAGEMENT LIAISON OFFICER.**

- Prepare Purchase Requisition for the disposal services (shredding or recycling) to be provided by the State Records Center.
- State Records Center staff will pick up the boxes.
- State Records Center will shred or recycle the records approved for disposal
- Shredding services are also available from vendors for a fee.

**STEP 5** - **RECEIVE PROOF (CD, PICTURES, CERTIFICATE) FROM THE STATE RECORDS CENTER THAT THE RECORDS WERE DESTROYED. MAINTAIN FOLDER WITH APPROVED RECORDS DISPOSITION DOCUMENTS AND COPIES OF LABELS**



**FLORIDA A&M UNIVERSITY  
RECORDS INVENTORY WORKSHEET  
EXHIBIT B**

<b>BOX OR DRAWER NO.</b>	<b>GENERAL DESCRIPTION OF THE FILES</b>	<b>INCLUSIVE DATES</b>	<b>STATUS</b>

**COMPLETION INSTRUCTIONS**

**Box or Drawer No.**- Enter numerical sequence (1, 2, 3, etc)

**General Description of Files**- Enter brief description that identifies your files (project files, grant files, purchase orders, employment applications, payroll certifications, administrative files, fiscal reports)

**Inclusive Dates**- Enter from mm/dd/yy through mm/dd/yy or from mm/yy through mm/yy

**Status**- Enter "Being retained" or "Disposed of"

**ASSISTANCE**- Contact the University Records Management Liaison Officer at 850-599-3203 office or 850-561-2160 fax.

**FLORIDA A&M UNIVERSITY  
RECORDS INVENTORY WORKSHEET  
EXHIBIT C**

<b>RECORDS DISPOSITION DOCUMENT</b>						NO. PAGE OF PAGES	
1. AGENCY NAME and ADDRESS				2. AGENCY CONTACT (Name and Telephone Number)  (       )       -       Ext.			
3. NOTICE OF INTENTION: The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one).  <input type="checkbox"/> a. Destruction <input type="checkbox"/> b. Microfilming and Destruction <input type="checkbox"/> c. Other _____							
4. 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.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature</span> <span>Name and Title</span> <span>Date</span> </div>							
5. LIST OF RECORD SERIES							
a. Schedule No.	b. Item No.	c. Title	d. Retention	e. Inclusive Dates	f. Volume In Cubic Feet	g. Disposition  Action and Date  Completed After Authorization	
				-			
				-			
				-			
				-			
				-			
				-			
				-			
				-			
				-			
6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Custodian/Records Management Liaison Officer</span> <span>Date</span> </div>				7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 10px;"> <span>Signature</span> <span>Date</span> </div> <div style="display: flex; justify-content: center; border-top: 1px solid black; margin-top: 10px;"> <span>Name and Title</span> </div> <div style="text-align: center; border-top: 1px solid black; margin-top: 10px; font-size: 1.5em; font-weight: bold;">             Witness         </div>			



**RECORDS DISPOSITION DOCUMENT  
COMPLETION INSTRUCTIONS  
EXHIBIT C (continued)**

1. **AGENCY**- Enter FLORIDA A&M UNIVERSITY and the name of your department.
2. **AGENCY CONTACT**- Enter the name of a contact person including phone number.
3. **NOTICE OF INTENTION**- Enter the appropriate action requested. Most disposals will involve "Destruction". If another type of action is needed, please consult with the Records Management Liaison Officer.
4. **SUBMITTED BY** - Signed and dated by the department head.
5. **LIST OF RECORD SERIES** - Complete the following information for each record series listed.
  - a. **Schedule No.** - Enter the appropriate General Records Schedule number (GS1-S, GS5 or applicable schedule).
  - b. **Item No.** - Enter the appropriate Item number and letter (a or b) of the record series (17a; 94b). The letter "a" means Record Copy. The letter "b" means Duplicate Copy.
  - c. **Title** - Enter the title of the record series as listed in the records schedule.
  - d. **Retention.** - Enter the length of retention for the record series (3 yrs., 5 yrs.)
  - e. **Inclusive Dates** - Enter the inclusive dates covered by the records mm/dd/yy – mm/dd/yy. Another sample is: mm/yy – m/yy.
  - f. **Volume in Cubic Feet** - Enter the estimated number of cubic feet.
  - g. **Disposition Action and Date** - Leave blank.
6. **DISPOSAL AUTHORIZATION**- This section will be use by the Records Management Liaison Officer to grant written approval to requests for disposals. NO DISPOSALS SHOULD TAKE PLACE WITHOUT WRITTEN APPROVAL.
7. **ISPOSAL CERTIFICATE**- Leave blank. This section will be completed by the department employee or Records Management Liaison Officer after receiving proof (CD, certificate, picture, video) that the records were destroyed.

**RECORDS LABEL  
EXHIBIT D**

<b>AGENCY INFORMATION</b>  , Florida	<b>WORK ORDER NUMBER (SRC USE ONLY)</b>  
<b>RETENTION SCHEDULE NUMBER</b>  <b>ITEM NUMBER</b>	<b>INCLUSIVE DATES (FROM - TO DATES)</b>
<b>RECORD SERIES TITLE:</b>  <b>DESCRIPTION OF RECORDS:</b>  <b>BOX No.</b>  <b>Assistance:</b> Contact the University Records Management Liaison Officer, phone 850-599-3203, fax 850-561-2160.	
STATE OF FLORIDA DEPARTMENT OF STATE Division of Library and Information Services Form LS5E200 R 01-2003	Storage Box Label

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**RECORDS LABEL  
COMPLETION INSTRUCTIONS  
EXHIBIT D (continued)**

**AGENCY INFORMATION**- Enter Florida A&M University and name of school, college or department.

**WORK ORDER NUMBER**- Leave blank.

**RETENTION SCHEDULE NUMBER**- Enter the schedule number (GS1-S, GS5 or other applicable schedule).

**ITEM NUMBER**- Enter the Item number assigned to the record series (example: 110a)

**INCLUSIVE DATES**- Enter the inclusive dates covered by the records mm/dd/yy – mm/dd/yy. Another sample is: mm/yy – mm/yy.

**RECORDS SERIES TITLE**- Enter the records series title for the files being disposed of (Grievance Files). Do not mix records series within a box.

**DESCRIPTION OF RECORDS**- Enter a brief description that will assist you in locating files when needed.

**BOX NUMBER**- Enter the box number. This number will assist you in locating boxes when they are placed in storage areas.

**Assistance**: If assistance is needed for completing the state label, contact the University Records Management Liaison Officer.

FHAC Room 208  
850-599-3203 office  
850-561-2160 fax