I. PURPOSE & INTENT

To provide guidelines and outline general responsibilities and methods for the Records Management Program for the USF system, as required by Chapter 119 and Chapter 257, Florida Statutes.

II. STATEMENT OF POLICY

A. Purchasing coordinates the USF System retention and disposition of records. The Purchasing Director is the University Records Management Liaison Officer, as required by Florida Statutes 257.36(5)(a).

B. Each Vice President, Regional Chancellor, Campus Executive Officer, dean, director, division chief and department or office head is responsible for insuring that all records under his/her jurisdiction are covered by retention schedules established in accordance with the State of Florida Public Records Disposal Procedures, and such schedules are followed in the management of records.

C. Each Vice President, Regional Chancellor, Campus Executive Officer, dean, director or separate division head shall appoint a records management liaison officer for his/her area of responsibility. The individual selected should be in a position to provide adequate support to the Records Management Program.
D. Essential records (those which would enable the department to perform essential functions during the course of a disaster and which would enable the department to resume operation and fulfill its obligations following the disaster) must be identified, duplicated and stored in an area with adequate protection.

Complete procedures are outlined on-line in USF Business Processes (http://www.usf.edu/businessprocesses) Keywords: Record Retention or Record Disposition.

*Current Responsible Office: Business and Finance

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.