

Meeting Date
10/06/2015



AGENDA	
Section	New Business
Item No.	VI.D.1

AGENDA REPORT
 BREVARD COUNTY BOARD OF COUNTY COMMISSIONERS

SUBJECT:	Approval of proposed revisions to BCC-22, entitled "Records Management Program."
DEPT/OFFICE:	County Attorney's Office

Requested Action:

The County Attorney's Office requests that the Board of County Commissioners approve the proposed revisions to BCC-22, entitled "Records Management Program."

Summary Explanation & Background:

BCC-22 was not set to be reviewed until March 5, 2016. However, the County Attorney's Office – while reviewing AO-47 for the Coordination of Public Records Requests – came across: (1) inconsistencies between the two documents; (2) old language in need of updating; and (3) a need for more clarification in regard to the roles of the County Manager and Record Custodians in terms of Records Management (and Public Records Requests).

Examples of changes are:

- Changing "Records Ombudsman" to "Records Coordinator";
- Cleaning up formatting/outline/numbering errors;
- Directing the County Manager to issue administrative orders relevant to records retention;
- Directing the Records Custodians to work with the Records Coordinator in ensuring that Public Records Requests are completed in a timely manner.

Accordingly, the County Attorney's Office requests that the Board of County Commissioners approve the proposed revisions to BCC-22.

Clerk to the Board Instructions:

Exhibits Attached: Revised BCC-22

Contract /Agreement (If attached): Reviewed by County Attorney Yes No PR

County Manager	Assistant County Manager, Frank Abbate	Department Director / Extension County Attorney/52090
Stockton Whitten	Assistant County Manager, Venetta Valdengo	



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October 7, 2015

M E M O R A N D U M

TO: Stockton Whitten, County Manager

RE: Item VI.D.1., Revisions to Policy BCC-22, Entitled "Records Management Program"

The Board of County Commissioners, in regular session on October 6, 2015, executed revised Policy BCC-22, entitled "Records Management Program. Enclosed is the original Policy.

Your continued cooperation is greatly appreciated.

Sincerely yours,

BOARD OF COUNTY COMMISSIONERS
SCOTT ELLIS, CLERK

Tammy Etheridge, Deputy Clerk

Encl. (1)

cc: County Attorney

POLICY

Title: Records Management Program

Number: BCC-22

Cancel:

Approved:

Originator: County Attorney

Review:

I. PURPOSE

To establish a records management program that provides efficient, economical, and effective control over the creation, utilization, preservation, protection, storage, public access and final disposition of agency records.

II. REFERENCES

- A. Chapter 119 Florida Statutes - Public Records Act
- B. Chapter 257.36 Florida Statutes - Records and Information Management
257.36(5) (a) Records Management Liaison Officer (RMLO)
- C. Florida Administrative Code
Rule IB-24 - Public Records Scheduling and Disposition
Rule IB-26 - Records Management Standards and Requirements
Rule I B-26.003 - Electronic Recordkeeping
- D. General Records Schedules: GSI-SL State and Local Government Agencies; GS2 Law Enforcement, Correctional Facilities and Medical Examiner; GS8 Fire Department; GS 14 Public Utilities and, GS 15 Public Libraries
- E. AO-47-Coordination of Public Records Requests, Administrative Order
- F. AO-62 Emergency Preparedness Program, Administrative Order

III. DEFINITIONS

- A. **Records Custodian** - an employee appointed by the director of each county department to oversee the management, retention and timely disposition of their records, whether maintained on-site, offsite, in electronic systems or stored at the Records Management Center.
- B. **Records Management Center** - a location where County records are archived for long-term or permanent retention.
- C. **Records Management Liaison Officer (RMLO)** - the County Attorney or the County Attorney's designated employee responsible for directing and administering the County's Records Management Program.
- D. **Records Manager** - an employee responsible for overseeing the operation of the Records Management Center.

Board of County Commissioners, Brevard County

BY: _____


Robin Fisher, Chairman

As Approved by the Board on 10-6-15

ATTEST:



SCOTT ELLIS CLERK

