



# **CITY OF GULF BREEZE PUBLIC RECORDS MANAGEMENT POLICY**

## **CONTENTS**

- I. STATEMENT OF POLICY**
  - II. DEFINITIONS**
  - III. PROGRAM GOALS**
  - IV. PROGRAM ADMINISTRATION**
- 

## **I. STATEMENT OF POLICY**

### **City of Gulf Breeze Records Management Program**

- (1) The City of Gulf Breeze shall maintain an active and continuing program for the economical and efficient management of records in accordance with Article I, Section 24, Constitution of the State of Florida; Section 257.36(5), Florida Statutes; Chapter 119, Florida Statutes; Rule 1B-24, Florida Administrative Code; and Rule 1B-26, Florida Administrative Code.
- (2) The City shall maintain policies and procedures to ensure compliance with applicable state and federal statutes, rules, and regulations relating to the management of Public Records.
- (3) The City shall maintain policies and procedures to ensure compliance with City Records Management Program Goals.
- (4) All decision-making affecting the management of any public record, either directly or indirectly, shall consider the City's Records Management Program standards and goals.

## II. DEFINITIONS

**Public Records** shall have the same meaning as set forth in section 119.011, Florida Statutes, which is 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 any agency.” Format, media type, or duplication does not affect the Public Record status of information created or received by a public agency.

**Record Liaisons**. Employees of the city responsible for the coordination of Public Records activities

**RMLO**. Records Management Liaison Officer designated in writing to the Florida Department of State pursuant to s. 257.36, Florida Statute. The RMLO shall coordinate the city-wide records program.

## III. PROGRAM GOALS

### A. ACCESS

- a. Internal – management access to both active and inactive records in an accurate and timely fashion to facilitate government processes.
- b. External – management access to both active and inactive records in an accurate and timely fashion to facilitate public records requests.

### B. RETENTION

- a. Retention of records in accordance with all local, state, and federal requirements.

### C. DISPOSITION

- a. Timely destruction of records at the end of their retention period in a secure manner.
- b. Disposition documentation pursuant to state requirements.

## **D. PRESERVATION**

- a. Protection of all records from physical calamity and decay.
  - i. Provision for disaster recovery, vital records protection
- b. Conversion of long-term retention records to an appropriate preservation device/location.
- c. Storage of all records under secure conditions, preventing unauthorized access by both employees and third parties.

## **IV. PROGRAM ADMINISTRATION**

(1) The City Clerk, who serves as the City's Public Records Custodian and the City's RMLO, shall:

- (a) Administer the City of Gulf Breeze's Records Management Program to ensure the economical and efficient management of city records.
- (b) Develop and circulate rules and regulations as may be necessary and proper to implement and maintain the records management program.
- (c) Coordinate records disposition efforts to include the generation and management of required disposition forms pursuant to Rule 1B-24, F.A.C.
- (d) Coordinate regular training of city staff to ensure understanding of the city's Records Management Program Goals.

(2) Each department head shall assign one Records Liaison to assist in the administration of the city's Records Management Program.

(3) All employees, elected and appointed officials, and applicable private contractors are required to manage public records pursuant to the city's records management program and all applicable state and federal laws.