



Policy

UNIVERSITY POLICY FIN 03.02-02.14

TO: University of West Florida Community

FROM: Dr. Susan Stephenson, Vice President

SUBJECT: Records Management

Responsible Office: Business, Finance, and Facilities

Policy/Purpose:

To communicate policy concerning the Retention and Disposition of University Records.

The State of Florida defines “public records” as 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.

Therefore, records of the University of West Florida (including its officers, employees, departments, and agencies) are public records. As such, they are subject to the provisions of Florida’s Public Records laws, including provisions regarding records retention and disposition.

Records of the University have legal, fiscal, administrative, and archival value and may only be disposed of by UWF Records Management. The UWF Records Management Office will work with departments to apply the records retention schedules, to schedule records for pickup, and to process and approve records disposition requests. Records Management staff will facilitate the disposal of records consistent with state laws and rules once requests are approved. The University Archivist is authorized to acquire and retain historical University records as part of the disposition process.

More detailed guidance concerning the retention and disposition of University email is set forth in University Policy IT-01.00-5/98.

APPROVED: Dr. Judith A. Bense, President **Date:** 3/3/14

History: AA-03.00-12.03 created December 2003; amended and renumbered February 2014.