

	ADMINISTRATIVE PROCEDURE MANUAL		
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	BASED ON BOARD OF TRUSTEES' RULE AND TITLE	DATE REVISED	
6Hx7-2.10 College Records	October 16, 2024		

Purpose

The purpose of this procedure is to establish the requirements for maintaining official records made or received by Florida State College at Jacksonville (College).

Procedure

- A. All documents, papers, letters, maps, books, tapes, photographs, films, sound recordings 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 of the College are classified as public records. These records shall, by statute, be kept by the appropriate record custodians in the buildings in which they are ordinarily used.
- B. In order to control the storage of and access to these records, the College has designated specific operating units to maintain the "files of record" for specific subject areas. The custodians for these files of record will maintain the official file in accordance with State records management guidelines. Detailed procedures relating to records management are presented in APM 02-1403, Records Retention and Disposal.
- C. All College personnel receiving or generating documents pertaining to a subject area listed below should ensure that a copy of the document(s) is forwarded to the designated custodian for filing. In this manner a complete file will be maintained at a single point and personnel other than the designated custodian need not maintain duplicate records and/or files.

Record Class/Type	Custodian
academic calendar	Provost/Vice President of Academic Affairs
accreditation	Vice President for Strategic and Institutional Effectiveness
administrative procedures	Records Management Program Coordinator/Office of General Counsel
administrative services	Vice President of Finance and Administration
assessment test scores	Registrar
audit findings	Office of General Counsel
District Board of Trustees Rules	Records Management Program Coordinator/Office of General Counsel
collective bargaining	Chief Human Resource Officer
contractual agreements	Office of General Counsel
curriculum	Director of Curriculum Services
Equal Employment Opportunity Commission records	Chief Officer, Organizational Culture and Engagement
facilities	Associate Vice President of Facilities



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federal projects	Associate Vice President of Resource Development
finance/accounting	Controller
Jacksonville Human Rights	
Commission records	Chief Officer, Organizational Culture and Engagement
litigation	Office of General Counsel
Office of Civil Rights records	Chief Officer, Organizational Culture and Engagement
operating calendar	Chief Human Resource Officer
payroll	Associate Vice President, Administrative Services
personnel records	Chief Human Resource Officer
property records	Controller
purchasing records and contracts	Executive Director of Purchasing
registration calendar	Registrar
student aid	Director of Financial Aid
student records	Registrar

REFERENCE: F.S. Chapter 119, 257.36, 1001.64, 1001.65, Rule Chapters 1B-24 and 1B-26, FAC, Florida Department of State Division of Library & Information Services, Section 24, Article 1 State Constitution

Adopted Date: November 2, 1987

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