

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONER**

CATEGORY: Financial/Fiscal/Budget	CODE NUMBER: AC-3-1
TITLE: Disposition of Records held by the Clerk of Circuit Court	ADOPTED: 01/04/2011
	AMENDED:
	ORIGINATING DEPARTMENT: Clerk of Circuit Court/Finance Department

PURPOSE/SCOPE:

To authorize disposition of Board of County Commissioner's Records held by the Clerk of Circuit Court (Clerk) in accordance with Record Retention Schedules GS1-L and GS11 as approved by the State of Florida, Bureau of Archives and Records Management.

POLICY/PROCEDURE:

Florida Statutes Section 28.31 requires the Board of County Commissioners approval to dispose records maintained by the Clerk on behalf of the Board. By adoption of this Administrative Code the Board authorizes the Clerk to proceed with the proper destruction of Clerk held records once:

- 1) The Clerk's State Records Liaison confirms that all records meet compliance with the State of Florida's Bureau of Archives and Records Management's Record Retention Schedules GS1-L and GS11.
- 2) None of the records prepared for destruction are related to any active litigation that may require the records to be produced in a court of law at some undetermined time during the proceedings.