

**ADMINISTRATIVE CODE**  
**BOARD OF COUNTY COMMISSIONERS**

**CATEGORY:**

Administration

**CODE NUMBER:**

AC-1-5:

**TITLE:**

Microfilm Retention Policy

**ADOPTED:**

5/26/76

**AMENDED:**

1/4/95

**ORIGINATING DEPARTMENT:**

Facilities Management

**PURPOSE/SCOPE:**

Microfilming records with a retention requirement greater than 10 years can provide solutions to many data retrieval and storage problems. It also provides the capability of reconstructing information files in the event of a natural disaster or man-made holocaust.

**POLICY/PROCEDURE:**

To insure the security of Lee County records, the following procedures are adopted as standard guidelines:

- (1) All **original microfilm** records will be stored in a central library location (Bough St. Records Retention Center).
- (2) Working copies of the original film will be located within the department whose records are on microfilm.
- (3) A **security back up copy** will be stored in a records retention facility outside Lee County, Florida.
- (4) Access to any information in the microfilm library will be allowed only to personnel designated by written authorization of the department head whose records are on file in the film library.
- (5) Custodian is the Director of Facilities Management or designee.