

**ADMINISTRATIVE CODE  
BOARD OF COUNTY COMMISSIONERS**

<b>CATEGORY:</b> Financial/Fiscal/Budget	<b>CODE NUMBER:</b> AC-3-1
<b>TITLE:</b>  Disposition of Records held by the Clerk of the Circuit Court	<b>ADOPTED:</b> 01/04/2011
	<b>AMENDED:</b> 3/15/16
	<b>ORIGINATING DEPARTMENT:</b> 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-SL 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 Records Management Liaison Officer (RMLO) or their designee confirms that all records meet compliance with the State of Florida's Bureau of Archives and Records Management's Record Retention Schedules GS1-SL 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.
- 3) The County Attorney will represent the County Commissioners and will provide an approval to ensure no litigations are active related to those records. The County Attorney will sign the record disposition form to affirm the destruction along with the Clerk's Records Management Liaison Officer.