

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Administration

CODE NUMBER:
AC-1-5

TITLE:
Microfilm Retention Policy

ADOPTED:
5/26/76

AMENDED:
2/7/12

ORIGINATING DEPARTMENT:
Facilities Services

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 at the Records Center, Fowler Street, Fort Myers.
- (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 Records Center will be allowed only to personnel designated by written authorization of the department head whose records are on file.
- (5) Custodian is the Director of Facilities Services or designee.