

**JACKSONVILLE TRANSPORTATION AUTHORITY**

**RECORD KEEPING AND DISPOSITION RULE  
(RULE NO.010)**

**DATE OF ADOPTION: December 3, 2009**

**LAST REVISED: December 3, 2009**

## **RECORD KEEPING AND DISPOSITION RULE**

### **I. PURPOSE AND SCOPE.**

The purpose of this Jacksonville Transportation Authority ("JTA") Record Keeping and Disposition Rule is to provide standards, procedures and methods for the scheduling and disposition of public records in accordance with state law. It is the intent of JTA to promote economical and efficient management of records.

### **II. DEFINITIONS**

2.1 "Disposition" means final actions taken with regard to public records that have met all retention requirements and are no longer needed for current government business as indicated in the General Records Schedule or an Individual Records Retention Schedule. Disposition may include either destruction of public records or transfer of public records to the custody of another public agency such as the Florida State Archives or a local government archives or records repository.

2.2 "Division" means the Division of Library and Information Services of the Department of State.

2.3 "Electronic records" means any information that is recorded in machine readable form.

2.4 "Florida State Archives" means the program maintained by the Division for the preservation of those public records and other papers that have been determined by the Division to have sufficient historical or other value to warrant their continued preservation by the state and which have been accepted by the Division for transfer to its custody.

2.5 "General Records Schedule" means General Records Schedule GS1-SL established by the Division indicating the minimum time common public records must be kept.

2.6 "Individual Records Schedule" means retention requirements established by the Division for unique public records held by JTA, indicating the minimum time such records must be kept.

2.7 "Public records" means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by JTA.

2.8 "Record (master) copy" means public records specifically designated by the custodian as the official record.

2.9 "Record series" means a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of

the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use. A record series might contain records in a variety of forms and formats that document a particular program, function, or activity of the JTA.

2.10 “Retrospective conversion project” means the bulk microfilming or digital reformatting of existing backfiles; it does not refer to day-to-day scanning of current items conducted as part of daily workflow.

### **III. GENERAL PUBLIC RECORDS RETENTION**

3.1 JTA shall comply with the General Records Schedule. The General Records Schedule provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial, and legal records, and establishes the minimum length of time that the record series must be retained.

3.2 For any record series not covered by the General Records Schedule, JTA shall submit to the Division a request for an Individual Records Schedule on appropriate Department of State forms as provided by Fla. Admin. Code 1B-24.003. Once the Division has approved an official Individual Records Schedule, JTA shall thereafter adhere to its terms for the record series described therein.

3.3 All public records should be kept in the building in which they are ordinarily used to the extent feasible. JTA shall specify the location or locations where public records are maintained and shall specify the method or procedure by which the public may inspect or obtain copies of such records.

3.4 In so far as practicable, a custodian of public records of vital, permanent, or archival records shall keep them in fireproof and waterproof safes, vaults, or rooms with noncombustible materials and in such arrangement as to be easily accessible for convenient use.

3.5 Record books should be copied or repaired, renovated, or rebound if worn, mutilated, damaged, or difficult to read. Whenever records are in need of repair, restoration, or rebinding, JTA may authorize that such records be removed from the building or office in which such records are ordinarily kept for the length of time required to repair, restore, or rebind them. In the event a JTA official causes a record book to be copied, such official shall attest and certify under oath that the copy is an accurate copy of the original book.

### **IV. FINAL ORDERS AND RULES**

4.1 JTA shall maintain and make available to the public an indexed database of all orders rendered by JTA comprising final agency action. Orders shall include all final agency action including those rendered pursuant to administrative hearings, mediation, and/or rules challenges that apply to persons or entities outside of JTA. Orders shall not include actions taken or decisions rendered that are solely internal matters of JTA.

4.2 JTA shall specify the location or locations where lists, indexes, and final orders are maintained and shall specify the method or procedure by which the public may inspect or obtain copies of indexes, lists, and final orders.

4.3 Agency orders that that must be indexed or listed pursuant to Section 4.1 above shall be permanently preserved by JTA and made available to the public.

4.4 Final agency action that must be indexed or listed pursuant to Section 4.1 above shall be indexed or listed within 120 days after the applicable order is rendered. A final order must have attached a copy of the complete text of any materials incorporated by reference; however, if the quantity of such materials incorporated makes attachment of the complete text impractical, the order may contain a statement of the location of the materials and the manner in which the public may inspect or obtain copies of the materials incorporated by reference.

4.5 JTA shall index or list final orders both (a) chronologically, and (b) alphabetically by party name (other than JTA). In the case of multiple parties other than JTA who are subject of the final order, JTA shall index or list each party alphabetically by name.

4.6 JTA shall create and maintain an index of all rules promulgated by it, as amended from time to time, including all prior rules which have been amended, the dates of adoption and amendment, and a short title of each rule. Rules, and the index of rules, shall be available upon request at the principal office of the JTA.

## **V. RECORDS DISPOSITION**

5.1. All records must be scheduled before disposition can occur. JTA shall identify an appropriate General Records Schedule or Individual Records Schedule for any records being disposed of.

5.2 Public records may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Division. Photographic reproductions or reproductions through electronic recordkeeping systems may substitute for the original or paper copy, per Section 92.29, F.S., Photographic or electronic copies. Minimum standards for image reproduction shall be in accordance with Rules 1B-26.0021 and 1B-26.003, F.A.C. An electronic or microfilmed copy serving as the record (master) copy must be retained for the length indicated for the record (master) copy in the applicable retention schedule. An agency that designates an electronic or microfilmed copy as the record (master) copy may then designate the paper original as a duplicate and dispose of it in accordance with the retention requirement for duplicates in the applicable retention schedule unless another law, rule, or ordinance specifically requires its retention.

5.3 JTA shall not destroy any record series identified by either the General Records Schedule or approved Individual Records Schedule as having possible archival value without the approval of the Florida State Archives.

5.4 JTA shall maintain internal documentation of records disposition as a permanent record. For each record series being disposed of, JTA shall identify and document the following:

- (i) Records retention schedule number;
- (ii) Item number;
- (iii) Record series title;
- (iv) Inclusive dates of the records;
- (v) Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and
- (vi) Disposition action (manner of disposition) and date.

5.5 JTA is not required to document the disposition of records with a retention of “Retain until obsolete, superseded or administrative value is lost” (OSA) except for records that have been microfilmed or scanned as part of a retrospective conversion project in accordance with Rules 1B-26.0021 or 1B-26.003, F.A.C., where the microfilm or electronic version will serve as the record (master) copy.

5.6 JTA shall ensure that all destruction of records is conducted in a manner that safeguards the interests of the state and the safety, security, and privacy of individuals. In destroying records containing information that is confidential or exempt from disclosure, JTA shall employ destruction methods that prevent unauthorized access to or use of the information and ensure that the information cannot practicably be read, reconstructed, or recovered. JTA shall specify the manner of destruction of such records when documenting disposition.

5.7 For paper records containing information that is confidential or exempt from disclosure, appropriate destruction methods include burning in an industrial incineration facility, pulping, pulverizing, shredding, or macerating. High wet strength paper, paper mylar, durable-medium paper substitute, or similar water repellent papers are not sufficiently destroyed by pulping and require other methods such as shredding or burning.

5.8 For electronic records containing information that is confidential or exempt from disclosure, appropriate destruction methods include physical destruction of storage media such as by shredding, crushing, or incineration; high-level overwriting that renders the data unrecoverable; or degaussing/demagnetizing.

5.9 For other non-paper media containing information that is confidential or exempt from disclosure, such as audio tape, video tape, microforms, photographic films, etc., appropriate destruction methods include pulverizing, shredding, and chemical decomposition/recycling.

5.10 JTA shall not bury confidential or exempt records since burying does not ensure complete destruction or unauthorized access.

## **VI. PUBLICATION**

This Rule is available online at JTA’s website, <http://www.jtafla.com>. Hard copies are available without charge at JTA’s offices 100 North Myrtle Avenue, Jacksonville, Florida 32204.