



## Administrative Regulation No. 044.A003.0503

### Procedures for Acceptance of Records for Retention

#### I. Purpose

The purpose of this Administrative Regulation is to set forth the City of Sarasota's uniform procedures for the acceptance of inactive records for retention at the Central Records facility.

#### II. Definition

**Public Records -** 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 any agency.

**Inactive Records -** those records which have lost some of their value or have been superseded by new records, but which have not reached their specified retention. These records are stored at the Central Records facility until final disposition is warranted.

**Retention -** the minimum time period necessary to retain records before they have met their administrative, legal, fiscal, or historical values, and are eligible for disposition.

#### III. Procedures

##### 1. Box Size

Boxes shall be no larger than 1.3 cubic feet in size. Boxes must have a solid bottom panel. Acceptable boxes are Fellowes brand number 703 or 777 only.

All other brands or models of boxes as well as copy paper and computer paper boxes will not be accepted.

## 2. **Box Condition**

For safety considerations, all boxes must be in good condition with lids and handles intact. Boxes may not be more than 2/3 full, and all files should be clearly identified and secured with either a file folder, binder clip or rubber band. Boxes containing Green Bar computer paper reports must be removed from the cardboard/plastic binder covers, and the paper should not be stored above the bottom of the handles. The lids on all boxes should fit securely on the box. If lid does not fit properly, box is over-filled or items should be re-folded, etc to fit properly in boxes.

## 3. **Prohibited Items**

The following items are prohibited and should be removed from boxes before storing at Central Records:

- (a) Hanging File Folders
- (b) 3-Ring Binders
- (c) Green Bar Paper Binders
- (d) Mixed Media - Cassettes, Cd's and VHS tapes should not be stored with paper, these items should be boxed together.
- (e) Loose Papers should not be put in boxes, but rather should be bundled in some fashion with a binder clip, paper clip or rubber band.
- (f) Folded materials should not extend above the top of the box.

## 4. **Pick Up/Delivery of Records**

Central Records staff only picks up boxes on the first and third Friday of each month. Exceptions will be made at the discretion of the Central Records staff.

Departments who regularly deliver their boxes to Central Records must notify Central Records staff and obtain approval prior to delivery of boxes. Boxes delivered to Central Records without prior notification and approval will be returned to the department.

IV. Applicability

Boxes which violate any of the above stipulations will be returned to the originating department or will be refused by the Central Records staff at the time of pick up or delivery. Once violation is corrected, the box will be picked up and stored until such time as its retention period has expired.

Lori A. Rivers

Lori A. Rivers  
Records Program Manager

5-1-03

Date

Billy E. Robinson

Billy E. Robinson  
City Auditor and Clerk

5-1-03

Date

Michael A. McNees

Michael A. McNees  
City Manager

5-2-03

Date

Lori A. Rivers

Lori A. Rivers  
Records Program Manager

5-5-03

Date