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1. Reports agency's compliance statement annually to the Division;
 2. Helps ensure proper disposition of eligible records;
 3. Trains and advises agency staff in records management practices;
 4. Responds to questions from the public regarding agency records;
 5. Works with the Division to establish retention schedules;
 6. Inventories agency records;
 7. Participates in agency decisions regarding microfilming, imaging, storage and disposal.

IV. DESIGNATED CUSTODIANS

In order to control the storage of and access to official College records, the College has designated record custodians for specific subject areas:

Record Class/Type	Custodian
Administrative Procedures	President
Administrative Services	President
Accounts Receivable	Vice President of Finance/CFO and Controller
Assessment Test Scores	Registrar
District Board of Trustee Rules	President
Collective Bargaining	Associate Vice President of Human Resources
Contractual Agreements	President
Curriculum	Associate Vice President of General Studies
EEO Commission Records	Associate Vice President of Human Resources
Facilities	Director of Facilities
Federal Grant Projects	*Assigned by Specific Grant
Finance/Accounting	Vice President of Finance/CFO and Controller
Financial Aid	Director of Financial Aid
Litigation	President
Office of Civil Rights Records	Associate Vice President of Human Resources
Payroll	Vice President of Finance/CFO and Controller
Property Records	Vice President of Finance/CFO and Controller
Purchasing Records and Contracts	Vice President of Finance/CFO and Controller
Student Employment and Salary	Associate Vice President of Human Resources Payroll
Student Conduct Records	Dean of Students
Student Records	Registrar

V. MATERIAL STORAGE

- a. Lake Sumter State College will make every effort to ensure that documents are scanned and the following information is maintained: (a) 02.01.15.17 (b) 20.01.17 (c) 0.012 Tw 0.197 0 Td [(th)-3.3 4e

Administrative Code. Specifically, Chapter 257.36(6), F.S. states that “[a] public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division.”

The general requirements for disposing of public records are as follows:

- a. The records must meet all retention requirements (eg. General Records Schedules GS1SL and GS5).
- b. Records which contain sensitive data will be disposed of in a secure manner (employee information, student information, confidential information, etc.) by a professional shredding service provider.
- c. Departments must internally document the disposition of any public records in their custody. The Designated Custodians are required to maintain a master list of records that have been destroyed. A Disposition List template is maintained in the Microsoft Teams Retention and Disposal Team unit.
- d. Departments should work with their designated campus level or designated administrative unit records management custodians during the processes outlined above. Employees should refer inquiries to the Executive Vice President for further resources.

NEW: 7/2019
REVISED 3/2024