



Records Coordinator Description

Records management is among the many administrative functions for which all District campuses and departments are responsible. Each campus or department has an assigned Records Coordinator responsible for that campus and/or departmental records management functions.

To assist with the tasks involved, Records Coordinators have been appointed at the campus and department level by their administration.

- A list of individuals appointed should be sent to the Office of Records Management to include any changes as they occur.
- Campuses and departments may appoint more than one Records Coordinator for various functional areas (e.g., fiscal, student, etc.).

What does it mean to be a Records Coordinator?

Records Coordinators are responsible for interacting with their staff and the District's Records Management Department in support of their records. The Records Management Department staff and the Records Management Liaison Officer work hand in hand with the appointed Records Coordinators to maintain compliance with the Florida Department of State Division of Library and Information Services.

What are the job duties of a Records Coordinator?

Employees designated as Records Coordinators are best suited to make the administrative personnel in these units aware of the district's records management program and their responsibilities for complying with the state public records laws and regulations.

- The Records Coordinator has department-wide administrative responsibilities, including records management functions. These functions may include, but are not limited to, records retention and disposition, inactive records storage, and electronic recordkeeping. Materials with potential archival or historical value should be brought to the attention of the Office of Records Management.
- Serve as campus or department liaison to the Office of Records Management.
- Work with the Office of Records Management to identify records management-related problems and develop solutions common to their campus or department. Day-to-day responsibility for creating, filing, storing, and disposing of records resides with the individual departments.
- Working with staff to facilitate their records' transfer and inactive storage.
- Identify records eligible for destruction in accordance with the District's Disposition List, verifying inclusive dates and record series titles.



Records Coordinator Description

- Prepare records and arrange for transfer of documents to off-site records storage. The Office of Records Management needs approval of off-site storage BEFORE any records are transferred.
- Submit the Disposition List to the Office of Records Management for review by June 30 each year.
- Help ensure the campus or department follows the state and federal public records law.