PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7110 FLSA: Non-Exempt
Pay Grade: D10

RECORDS RETENTION COORDINATOR

REPORTS TO:
Administrator, Student Information System
Manager, User Support

SUPERVISES:
Not applicable

QUALIFICATIONS:
Graduation from high school or possession of GED. Four (4) years of experience in performing records storage and microfilm operations for a wide variety of records, including two (2) years in a lead or coordinator capacity. Possession of a valid State of Florida Class E noncommercial driver's license.

MAJOR FUNCTION

Coordinates and assists in the performance of clerical, technical, and physical duties in the Central Records office, Central Files and off-site records storage center. Oversees state and federal-mandated activities pertaining to the retention and destruction of all official district records. Work is performed independently and reviewed through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- Schedules and oversees day-to-day activities in the Central Records and Central Files office and off-site records storage center; assigns and reviews tasks, Monitors workflow, identifies operational issues, communicates status updates, and escalates matters requiring managerial decision-making.
- Trains staff in all phases of Central Records operations, including data entry, use of information systems, and departmental processes and procedures; Prepares training materials, documents procedural changes, and reinforces districtwide standardization based on state and district records guidelines.
- Keeps staff updated on state and federal rules and regulations regarding records retention and destruction; Assists in monitoring departmental compliance, reporting potential concerns, and preparing documentation for compliance reviews.
- Revises and/or creates all forms used by Central Records and drafts recommendations for process improvements, collects feedback and forwards proposed updates for managerial approval.
- Identifies records by destruction date for semi-annual destruction; schedules and coordinates destruction activities while preparing supporting documentation, conducting preliminary accuracy checks, and assisting with compliance verification.
- Processes school system and Florida Department of State, Division of Library and Information Services, Records Management authorizations for records retention schedules and destruction of public records; compiles required supporting information and ensures accurate and timely submission to meet state compliance requirements.
- Maintains the master indexing system for permanent student records information; Performs quality reviews, prepares retrieval aids, and communicates system needs or issues.
- Enters catalog and location information for boxes in storage into the computer; prints document information for departments with high retrieval needs and monitors retrieval trends to identify workflow or process improvements.

ESSENTIAL RESPONSIBILITIES (CONTINUED)

- Prepares and transfers master rolls of microfilm to the Florida Department of State, Division of Library and Information Services, Records Management for permanent storage; maintains the index and location of archived film and assists in reviewing archival processes to ensure accuracy, preservation, quality, and compliance with state archival standards.
- Coordinates the annual pick-up of student records from all schools and exceptional education centers and provides guidance on packing, transfer procedures, and retention requirements.
- Assists with receiving, cataloging, retrieving, and shelving boxes weighing between 25 and 50 pounds in the records storage center; uses pallet jack and ladders as necessary and reports inventory or facility issues to support efficient operations.
- Drives a van as required to securely transport records and support districtwide operational needs.
- Visits schools and departments as requested to assist with records disposition, subpoena procedures, one-on-one training, and records storage procedures; Serves as an operational liaison by gathering site-specific issues, providing process clarification, and elevating matters requiring policy interpretation.
- Attends court for depositions as requested and prepares records-related documentation or summaries needed for legal processes.
- Assists with processing transcript requests and ensures accuracy of fulfillment by referencing indexing systems and established procedures.
- Oversees computer security within the department.
- Assists with departmental evaluations, prepares operational reports, and complies data to support planning and decision-making.
- Performs other related duties as assigned.

TERMS OF EMPLOYEMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the school board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 6/84 PBL; BOARD APPROVED: 7/12/84; REVISED: 2/93 BMP (D & R ONLY); REVISED: 4/95 SV; BOARD APPROVED: 6/13/95; REVISED WC: 6/04 LM. 2/28/18 REVISED FORMAT, MF, ER, ADA, LM; BOARD APPROVED: 04/24/18; REVISED: RT, ER 03/11/26 KM; REVISED: RT, ER 04/21/26 KM

RECORDS RETENTION COORDINATOR

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				