
1. What do you know?
2. Why is Records Management important
3. Value of Records Management
4. Records Management Productivity Costs
5. Benefits of Records Management
   a. Florida Statute 257
      i. Section 257.36(1)(a), F.S. mandates that the Division of Library and Information Services will:
         “Establish and administer a records management program directed to the application of efficient and economical management methods relating to the creation, utilization, maintenance, retention, preservation, and disposal of records.”
      ii. Section 257.36(5), F.S., specifies the responsibilities of state and local government agencies:
         It is the duty of each agency to:
         (a) Cooperate with the division in complying with the provisions of this chapter and designate a records management liaison officer.
         (b) Establish and maintain an active and continuing program for the economical and efficient management of records
   b. Florida Statute 119
      i. What is a public record?
      ii. Inspection and examination of public records
      iii. Exemptions from disclosure requirements of Florida’s Public Records Law
   c. Florida Administrative Code 1B
      i. Rule 1B-24, Public Records Scheduling and Disposition
      ii. Rule 1B-26.0021, Records Management – Standards and Requirements – Microfilm Standards
      iii. Rule 1B-26.003, Records Management – Standards and Requirements – Electronic Recordkeeping
      iv. Rule 1B-31, Real Property Electronic Recording

7. Agency Responsibilities
8. Employee Responsibilities
9. Terminology
10. Where to begin?
    a. What is a Record?
    b. What is NOT a Record?
    c. What is a working file?
    d. What are transitory records?
    e. Tips and Tricks – Things to remember!
11. Records Retention and Disposition Schedules
12. General Records Schedules
   a. GS1-SL
   b. GS-11
   c. Florida Judicial Rules of Administration
13. Determining Retention Requirements
   a. Historical
   b. Administrative
   c. Legal
   d. Fiscal
14. Transmittal Form
15. Storage Requirements
16. Disposition
17. Annual Compliance Statement