



FLORIDA DEPARTMENT OF JUVENILE JUSTICE POLICY

Secretary /s/, Frank Peterman, Jr.

Date: 4/24/09

Subject: Records and Information Management

Section: FDJJ – 1316

Originating Office: Administrative Services

Authority: Chapter 119, Florida Statutes.
Chapter 257, Florida Statutes.
Chapter 985, Florida Statutes
Florida Administrative Code (FAC) 1B-24.
Florida Administrative Code (FAC) 1B-26.

Related References: Florida's Government-In-The Sunshine and Public Records Law Manual, First Amendment Foundation
Basics of Records Management Handbook, State of Florida, Secretary of State
Florida Department of State Records Storage Guidelines
General Records Schedule for State and Local Agencies, State of Florida, Secretary of State GS1-SL
Individual Retention Schedule for the Florida Department of Juvenile Justice
Electronic Mail (E-Mail) Access and Use Policy and Procedures (FDJJ - 1220
DJJ Health Services Manual

Purpose: This policy establishes the procedures employees shall follow for managing, storing and disposing of department records regardless of media format.

Offices Affected by the Policy: All offices within the Department and contracted service providers as applicable.

POLICY STATEMENT:

- The Florida Department of Juvenile Justice (DJJ) shall have formal procedures for the management, storage and disposal of all its records regardless of media format in accordance with the guidelines set forth by the Florida Department of State.
- The department will maintain records based on administrative needs, audits, legal requirements and program requirements.

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- Every office, bureau, region, and circuit (including probation offices, residential facilities and detention centers) will assign a records coordinator to assist in the departments overall records management program.
- Maintaining an up-to-date departmental (statewide, all-inclusive) records inventory is necessary to plan an effective and efficient records and information management system.
- A comprehensive records and information management program ensures that needless documentation will not be created or kept and that valuable records will be preserved and available for use.
- Retention schedules are designed to establish a specific length of time that the department must maintain records and documents to meet administrative, fiscal or legal requirements.
- Periodic disposal of records is required to keep the records management program efficient.

PROCEDURES/MANUALS:

Procedures for this policy are accessible at the Department Policies internet page.