

Non-salaried Accounts**RECORDS MANAGEMENT**

I. Establishment

It shall be the responsibility of the Superintendent of Schools to establish procedures for the management of all records and to insure that these procedures are in accordance with Florida Statutes and the Division of Archives, History, and the Records Management Rules.

II. Development and Administration

The Division of Management Information Systems of the Office of Management and Budget is responsible for the development and administration of the Records Management Program. The Division of Management Information Systems shall issue detailed procedures for the management of records. Personnel responsible for records in schools, area offices, and departments will be guided by the contents thereof unless and until exceptions to these procedures have been authorized by the Superintendent of Schools or his/her designee.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 267.051 F.S.

History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA

Repromulgated: 12-11-74