

**School Board--Methods of Operation**

**INDEXING, MANAGEMENT, AND AVAILABILITY OF FINAL ORDERS**

I. Authority

This School Board Rule is issued pursuant to Section 120.533, Florida Statutes, and Chapter 1S-6, Florida Administrative Code, and has been approved by the Department of State pursuant to Section 120.53(2)(c), Florida Statutes.

II. Purpose

To provide public access to and availability of all final orders.

III. Public Inspection and Duplication

The following shall be made available from the agency for public inspection and copying, at no more than cost:

1. All final orders.
2. A current subject-matter index identifying all final orders.

IV. Final Orders Indexed

All agency final orders issued pursuant to Sections 120.565, 120.57 (1), (2), and (3), Florida Statutes, shall be indexed.

V. Numbering of Final Orders

All final orders shall be sequentially numbered as rendered using a two-part number separated by a dash with the first part before the dash indicating the year and the second part indicating the numerical sequence of the order issued for that year beginning with number 1 of each new calendar year. The assigned agency designation prefix, which is "DCPS," shall precede the two-part number.

VI. System for Indexing Final Orders

1. The index shall be alphabetically arranged by main subject headings. The applicable subject of the action construed within the final order shall determine the main subject headings and subheadings in the index. Main subject headings shall be all capital letters and shall be flush left on the page followed by relevant subheadings which shall be initial caps and lower

case letters indented. Subheadings and sub-subheadings at equal indentations shall be alphabetized. The numbers of the final orders shall be listed sequentially in an indentation immediately below the applicable subheading. Cross references shall be used to direct the user to subject headings which contain the relevant information. Related key words (specific words, terms, and phrases) and common and colloquial words shall be listed and cross referenced to the appropriate main subject headings.

2. The main subject headings to be used in the index are as follows:

BID PROTESTS  
 BUSINESS SERVICES  
 CONSULTANTS COMPETITIVE ACT (See herein Bid  
 Protests)  
 EMPLOYEES  
 HEARING DENIALS  
 PROCEDURE  
 STUDENTS

3. The main subject headings shall be consulted by the School Board Clerk and subsequent similar entries shall be indexed under the existing appropriate heading. The index shall be cumulative and shall be updated and made accessible to the public at least every 120 days. New main subject headings will be added when necessary. The index shall be cumulative for one calendar year.
4. The Clerk of the School Board shall index all final orders.

## VII. Maintenance of Records

All Final orders that comprise final School Board action and that must be indexed pursuant to this rule shall be permanently maintained by the School Board pursuant to the retention schedule approved by the Department of State, Division of Library and Information Services.

## VIII. Plan

1. The School Board shall make final orders accessible and available to the public by sequentially numbering and indexing all final orders. The School Board shall make the final orders and subject matter index available to the public.

2. The School Board Clerk shall assist the public in obtaining information pertaining to final orders.
3. The system or process used by the School Board Clerk to search and locate all final orders is as follows:

The Clerk shall, in the manner outlined in Section VI of this rule, enter into a computer all final orders according to subject matter.

The Clerk shall search and locate final orders by consulting main subject headings, subheadings and sub-subheadings which shall be displayed alphabetically on a computer generated cumulative index printout. All final orders shall be sequentially numbered according to Section V of this rule, and shall appear in the index under their appropriate subject heading(s). The Clerk shall then locate the requested final order which will be filed sequentially by final order number and housed in the office of the School Board Clerk.

4. The School Board maintains and stores such final orders and index in the office of the School Board Clerk located in the School Board Administration Building, 1450 N.E. 2nd Avenue, Miami, Florida 33132. The office of the School Board Clerk is open to the public between the hours of 8:00 a.m. and 4:30 p.m., excluding holidays and weekends.

Specific Authority: 230.22(2) F.S.

Law Implemented, Interpreted, or Made Specific: 120.53; 120.533 F.S.; Chapter 1S-6, FAC

**History: THE SCHOOL BOARD OF DADE COUNTY, FLORIDA**

New: 4-22-92