TO: University of West Florida Community
FROM: Dr. John Cavanaugh, President
SUBJECT: Records Management
AUTHORITY: Chapter 119, 257 F.S., Chapter 1B-24 F.A.C.
Policy/Purpose: To communicate policy concerning the Retention and Disposition of University Records.

All records of the University of West Florida (including its officers, employees, departments, and agencies) are deemed public records if they are made or received as part of the official business of the University. As such, they are subject to the provisions of Florida’s Public Records Law, including provisions regarding records retention and disposition. This applies to all records made or received as part of the official business of the University, regardless of format or physical form.

University public records that do not have sufficient legal, fiscal, administrative or archival value to merit retention may be destroyed or otherwise disposed of only in accordance with retention schedules established by The Florida Department of State, Division of Library and Information Services, Bureau of Archives and Records Management. These schedules are provided to university departments by University Records Management. No University public records may be destroyed or otherwise disposed of without the appropriate disposal notice being submitted to University Records Management. Upon approval, University public records will be picked up and disposed of by University Records Management.

The State of Florida defines “public records” as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material regardless of the physical form, characteristics, or means of transmission made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. As stated above, University records made or received as part of the official business of the University are public records, regardless of format or physical form. More detailed guidance concerning the determination of whether e-mail constitutes a University public record and the guidelines for retention and storage thereof is set forth in University Policy IT-01.00-5/98.

Approved: ____________________________ Date: ________________
Dr. John Cavanaugh, President