

**1B-24.003 Records Retention Scheduling and Disposition.**

(1) The Division issues General Records Schedules which establish minimum retention requirements for record series common to all agencies in the Division. A request for a records retention schedule Department of State Form LS5E-105REff.2-09, "Request for Records Retention Schedule" which is hereby incorporated by reference and made part of this rule. A copy of Form LS5E-105REff.2-09, effective February 2009, may be obtained from the Division of Library and Information Services, Department of State, Mail Station 9A, Tallahassee, Florida 32399-

the management of public records in accordance with chapter 119, F.S. The loaning agency shall remain the legal custodian and retain ultimate responsibility for the maintenance and preservation of the records, including ensuring accessibility to the records and non-disclosure of statutorily exempt or confidential information.

(d) Prior to records disposition, agencies must ensure that all retention requirements have been satisfied. For each record series being disposed of, agencies shall identify and document the following:

1. Records retention schedule number,
2. Item number,
3. Record series title,
4. Inclusive dates of the records,
5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed 0.002 Tc Td [(k)8(nR.301 Td -)12(t)6.9( tt.1(s9( i)6 h)-4(i)2.9(s)-6.6.7(t)6.9(7( s)2-4(m)8.c d)-4(s)-6.6