

October 11, 2011

SUBJECT:**Records & Information Management Program****ORIGINATING DEPARTMENT:**Systems Management
Records Management**Page 1 of 1****POLICY:**

The purpose of this administrative regulation is to establish a Records and Information Management Program for Citrus County Board of County Commissioners Departments regarding public records created or received in all formats and regardless of media.

This program will incorporate the best practices and guidelines as established within publications issued by the Department of State, Division of Library and Information Services. These will include but not limited to;

- The Basics of Records Management
- Electronic Records and Records Management Practices
- Electronic Recordkeeping Strategic Plan

DEFINITIONS:

Unless defined specifically within this document, the County will utilize those definitions reflected within applicable Florida Statutes, Florida Administrative Code and the documents referenced in the above policy.

STANDARDS:

The County shall develop and maintain a Records and Information Management (RIM) Manual to implement the Records and Information Management (RIM) Program.

Due to the advancements in technology and continuing clarification of public records policy via statutory change and case law, the RIM manual is incorporated by reference and not formal inclusion to allow swift amendment as warranted.

This manual will be available to staff and the public via the County's website and intranet.

Questions or concerns regarding same should be directed to the Records Manager.