

Ms. Maria Teresa Rojas, Board Member

SUBJECT: RECORDS MANAGEMENT AND RETENTION – SCHOOL BOARD MEMBER OFFICES

COMMITTEE: INNOVATION, GOVERNMENTAL RELATIONS, COMMUNITY ENGAGEMENT

LINK TO STRATEGIC BLUEPRINT: EFFECTIVE AND SUSTAINABLE BUSINESS PRACTICES

Florida Statute (F.S.) 257.36, *Records and Information Management*, outlines the process for the establishment of procedures for the controlling, retaining, destroying, and preserving of public records. Public records are defined in F.S. 119.011 (11). Additionally, Miami-Dade County School Board Policy 8329, *Records Management*, provides further guidelines for the administration, scheduling, and disposition of public records in the school district.

Therefore, it is of utmost importance that Board Members, and their staff, be provided the training, guidance and support necessary in order to ensure that compliance with Board policy is adhered to. This may be accomplished by including related language in the *Manual for Board Member Administrative Assistants*, assigning appropriate staff to assist Board Members in accomplishing this endeavor, or any other recommendations proffered by the Superintendent of Schools.

**ACTION PROPOSED BY
MS. MARIA TERESA ROJAS:**

That The School Board of Miami-Dade County, Florida, authorize the Superintendent to:

1. Provide guidelines offering training, guidance and support related to records management and retention for Board Members and their staff, in compliance with Florida State Statutes and Board Policy; and
2. Report such guidelines to the Board by the February 15, 2017 School Board Meeting.