

January 9, 2009

Mr. Renier Diaz de la Portilla, Board Member

SUBJECT: REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, DIRECT THE SUPERINTENDENT TO RESEARCH A CENTRALIZED DEPOSITORY FOR THE RECORDING AND ARCHIVING OF ALL DISTRICT CONTRACTS AND AGREEMENTS; DIRECTING THE SUPERINTENDENT TO RESEARCH AND PRESENT TO THE BOARD OPTIONS FOR THE ESTABLISHMENT OF BOTH A PHYSICAL AND ELECTRONIC ALTERNATIVE FOR SAID DEPOSITORY

} REVIS

COMMITTEE: INNOVATION, EFFICIENCY, AND GOVERNMENTAL RELATIONS

LINK TO DISTRICT STRATEGIC PLAN: GENERAL OPERATIONS

In accordance with the general principles of public records laws in the state of Florida, it is imperative that the District have a centralized record of all its contracts, as well as a filing system in place for agreements entered into by the District. Said documents must be readily accessible and properly cataloged in order to facilitate public and legal accountability. Other branches of government at the local level already engage in this practice through their office of the City Clerk or Records Manager.

In light of the fact that the District currently lacks a centralized depository and filing system for all original copies of its contracts, it is of the utmost importance to address this issue by taking action immediately. It is also important to note that the establishment of said depository would not result in any additional expense to the District. Consequently, the Board should direct the Superintendent to establish a centralized depository for the recording and archiving of all original district contracts and agreements. The Board should also direct the Superintendent to research and present to the Board options for the establishment of both a physical and electronic alternative for said depository.

**Revised
H-13**

ACTION PROPOSED BY

MR. RENIER DIAZ DE LA PORTILLA: That The School Board of Miami-Dade County, Florida direct the Superintendent to:

1. Research a centralized depository for the recording and archiving of all district contracts and agreements. } REVISED
2. Research and present to the Board options for the establishment of both a physical and electronic alternative for said depository.