



RECORDS DESTRUCTION PROCEDURES

DISPOSAL OF PHYSICAL MEDIA

Physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromised by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. The District shall ensure the disposal or destruction is witnessed or carried out by authorized personnel. This process is currently contracted and administered in conjunction with the Technology and Warehouse staff.

DISPOSAL OF FINGERPRINT RESULT REPORTS

The Criminal Justice Information Services (CJIS) Security Policy Version 5.9 06/01/2020 advises how to properly destroy printouts of Fingerprint Result Reports. If a vendor is used to shred these items, it must be observed by someone who has completed the CJIS Security Awareness training. The vendor, at a minimum, must use a crosscut shredder.

NOTE: Currently the District Vendor, Accurate Paper Holdings, LLC has not completed the required CJIS Security Awareness training, therefore, Human Resources coordinates destruction of their Fingerprint Result Reports.

PURCHASE OF SHREDDERS

Beginning in 2009 the District took a stance to eliminate the need for purchases of shredders and ensure our confidential materials met the Federal/State guidelines for destruction. This is in no way saying you cannot make such a purchase, but it is discouraged for the below reasons.

Records Management has contracted the services of a vendor for disposal of both confidential and non-confidential paper. This contract protects the District; eliminates onsite shredders; and places our paper collections with a certified, licensed, and bonded vendor.

To meet strict Federal and State guidelines for confidential material, our vendor is a AAA Certified member of National Association for Information Destruction (NAID). The materials are processed through a high-speed industrial double shred/crosscut system prior to baling. Baled materials are then shipped to paper mills for re-pulping into recycled paper products. These destruction procedures take place in a limited-access video-monitored and security-alarmed area from time of pickup at our Warehouse to final destruction in Tampa.

Records Management purchases boxes for the purpose of collecting these materials for all locations when needed.

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| PERFORMED BY | STEP/ACTION/RESPONSIBILITY |
|---------------------|---|
| DISTRICT RMLO | Prepare District wide Disposition List in accordance with Rule Chapter 1B-24, Florida Administrative Code and distribute to Record Coordinators as needed, but at least once each fiscal year. Confirm Audits; relevant audits are justified and there is no imminent or pending litigation (see Box 4 on Disposition List). |
| DISTRICT RMLO | Maintain inventory of disposable one cubic foot 10"x2"x15" boxes to be used for record destruction. |
| DISTRICT RMLO | Secure bonded record destruction vendor to include certified, confidential shredding. Vendor must prepare <i>Disposal Certificate</i> and return to the District. |
| RECORD COORDINATORS | Review Department/School records to identify those eligible for destruction in accordance with the District generated Disposition List, verifying inclusive dates and record series titles. |
| RECORD COORDINATORS | Distribute Disposition List to Department/School staff with record collections. |
| RECORD COORDINATORS | Initiate disposal of Public Records. |
| RECORD COORDINATORS | Order one cubic foot 10"x2"x15" boxes from Warehouse. Fill with records eligible for destruction as listed on the Disposition List. Close and label with appropriate disposition; recycle, shred, or incinerate . NOTE: <i>incinerate</i> include non-paper media such as hard drives, tapes, etc. |
| FACILITY MANAGER | Facility Manager submits a CCPS Work Order to have maintenance pick up box(s) for delivery to the Warehouse. |

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| RECORD COORDINATORS | <p>Disposition List page 1 Column F document total cubic foot volume for destruction (see chart below). Record volume for entire list and not per record series. Indicate your location in Third Empty Box. Forward completed list to the District RMLO.</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;"><u>Record Unit</u></th> <th style="text-align: left;"><u>Cubic Foot Volume</u></th> </tr> </thead> <tbody> <tr> <td>10"x 2"x15" box</td> <td style="text-align: right;">1.0</td> </tr> <tr> <td>Letter size drawer</td> <td style="text-align: right;">1.5</td> </tr> <tr> <td>Legal size drawer</td> <td style="text-align: right;">2.0</td> </tr> <tr> <td>Letter size 36" shelf</td> <td style="text-align: right;">2.0</td> </tr> <tr> <td>Legal size 36" shelf</td> <td style="text-align: right;">2.5</td> </tr> </tbody> </table> | <u>Record Unit</u> | <u>Cubic Foot Volume</u> | 10"x 2"x15" box | 1.0 | Letter size drawer | 1.5 | Legal size drawer | 2.0 | Letter size 36" shelf | 2.0 | Legal size 36" shelf | 2.5 |
|----------------------------|---|--------------------|--------------------------|-----------------|-----|--------------------|-----|-------------------|-----|-----------------------|-----|----------------------|-----|
| <u>Record Unit</u> | <u>Cubic Foot Volume</u> | | | | | | | | | | | | |
| 10"x 2"x15" box | 1.0 | | | | | | | | | | | | |
| Letter size drawer | 1.5 | | | | | | | | | | | | |
| Legal size drawer | 2.0 | | | | | | | | | | | | |
| Letter size 36" shelf | 2.0 | | | | | | | | | | | | |
| Legal size 36" shelf | 2.5 | | | | | | | | | | | | |
| DISTRICT RMLO | For every 20-22 full pallets, schedule vendor pickup for destruction, shredding and incineration. | | | | | | | | | | | | |
| DISTRICT RMLO | Compile the results of completed Disposition Lists submitted by each Coordinator. List total volume in cubic feet in Column F and complete Disposal Certificate information in Box7 . Draft a new Disposition List with next sequential number for distribution to Coordinators. | | | | | | | | | | | | |
| DISTRICT RMLO | Complete Disposition Compliance Letter from Florida Department of State. Volume reported matches total documented by the District for each fiscal year. | | | | | | | | | | | | |