

**RECORD STORAGE CONTRACT**  
**FAMILY MATTERS OF NASSAU COUNTY**  
*JANUARY 23, 2006 – JUNE 30, 2006*

The Department of Children and Families – Northeast Zone, has the need to establish a service contract for January 23, 2006 through June 30, 2006 for the purpose of storing and managing closed records for Family Matters of Nassau County. This contract covers all Family Matters of Nassau County closed records stored at the Northeast Zone Regional Records Center.

The Northeast Zone will provide services and assess charges as listed on the attached “Northeast Zone Regional Records Center Invoice” (sample). The Northeast Zone will submit an invoice for payment on or around the 5<sup>th</sup> of each month. A journal transfer or check made payable to the Department of Children and Families will be submitted by Family Matters of Nassau County for each invoice.

Family Matters of Nassau County closed records will be stored at the Northeast Zone Regional Records Center located in buildings 36A and 46 of the Northeast Florida State Hospital, Macclenny, Florida. The Northeast Zone Regional Records Center will, to the best of its ability, maintain and manage the records in an organized and secure manner.

Family Matters of Nassau County will furnish the name and phone number of a contact person (Records Management Liaison Officer) to the Records Specialist at the Northeast Zone Regional Records Center.

Family Matters of Nassau County will be responsible for purchasing and providing box labels and transmittal forms to the Family Matters of Nassau County staff. The unique numbered labels and transmittal forms must be approved specifically for use by the Northeast Zone. Family Matters of Nassau County will train staff in correct records management procedures, including preparation of boxes for storage and use of labels and transmittal forms.

Records for storage must be placed in approved record storage boxes. Family Matters of Nassau County will be responsible for picking up closed records, ready for storage, and delivering boxes to the Northeast Zone Regional Records Center.

The Northeast Zone will process “Record Retrieval Requests” within forty-eight (48) hours, under normal circumstances. Requests for files that were stored prior to use of unique number labeling system may require assistance from the Family Matters of Nassau County RMLO.

Family Matters of Nassau County will be responsible for processing “Records Disposition Request” form(s) and forwarding approved form(s) to the Northeast Zone Regional Records Center. The Northeast Zone will retrieve and destroy “Approved for Destruction” records.

Should Family Matters of Nassau County choose to terminate or not renew this Record Storage Contract, The Northeast Zone will be responsible for retrieving all records belonging to Family

Matters of Nassau County, palletizing and preparing them for shipment. Upon notification from the Northeast Zone that the boxes are ready for pick up, Family Matters of Nassau County will be responsible for removing boxes from the Northeast Zone Regional Records Center within one week of notification date.

Should the Services Contract between the Department of Children & Families-Northeast Zone and Family Matters of Nassau County be terminated or not renewed, all records stored at the Northeast Zone Regional Records Center will remain with the Department.

This contract may be renewed on a yearly basis at which time payment for services may be re-negotiated.

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I FULLY AGREE TO ALL TERMS AND CONDITIONS SET FORTH IN THIS CONTRACT

FAMILY MATTERS OF NASSAU COUNTY

DEPARTMENT OF CHILDREN AND  
FAMILIES-NORTHEAST ZONE

Thomas D. Branan, Jr.  
PRINT NAME

P. J. Mallow  
PRINT NAME

Chairman  
TITLE

Support Services Dir  
TITLE

  
AUTHORIZED SIGNATURE

  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
DATE

3/3/06  
DATE

\_\_\_\_\_  
WITNESS

Richard Brian Moses  
WITNESS

\_\_\_\_\_  
DATE

3/6/06  
DATE

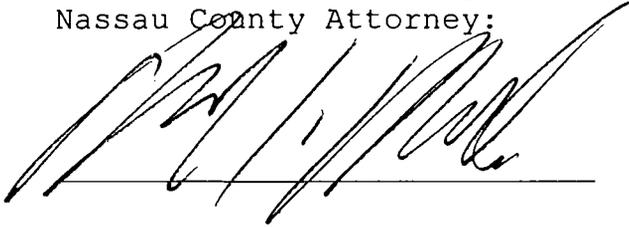
ATTEST:



John A. Crawford  
Ex-Officio Clerk



Approved as to form by the  
Nassau County Attorney:



Program Name  
Attn:

Invoice Date:

1) Stocking	<u>0</u>	at \$1.00 per box	=	<u>\$0.00</u>
2) Monthly Storage	<u>0</u>	at .20 per box	=	<u>\$0.00</u>
3) Retrieval	<u>0</u>	at \$1.00 per item	=	<u>\$0.00</u>
4) Refile	<u>0</u>	at \$1.00 per item	=	<u>\$0.00</u>
5) Common Carrier Delivery <i>(Retrievals Only)</i>	<u>0</u>	at \$5.00 minimum <i>(per transaction or charges)</i>	=	<u>\$0.00</u>
6) Destruction Preparation	<u>0</u>	at \$1.00 per box	=	<u>\$0.00</u>
7) Shredding	<u>0</u>	at \$1.50 per box <i>(minimum or actual charges)</i>	=	<u>\$0.00</u>
8) Repacking Box	<u>0</u>	at \$3.50 per box	=	<u>\$0.00</u>
9) File Addition <i>(new material)</i>	<u>0</u>	at \$1.50 per item	=	<u>\$0.00</u>
10) Contract Close Out	<u>0</u>	at \$2.00 per box <i>(plus retrieval fee)</i>	=	<u>\$0.00</u>
11) Miscellaneous		at \$1.00 per item	=	<u>\$0.00</u>
		at \$1.00 per box	=	<u>\$0.00</u>

**Invoice Total** \$0.00

**Accounting**

Benefiting Org Code/EO 60040224907 BD  
Benefiting Category 40000  
Benefiting Object Code 499000  
Benefiting State Account 6020202106060900 20400

**Mailing Address**

DCFS-District Four  
Fiscal Office Attn: Elida Sumner  
P.O. Box 2417  
Jacksonville, FL 32231-0083