

RESOLUTION 2004-30

A RESOLUTION WHICH ESTABLISHES THE POLICIES AND PROCEDURES FOR DEVELOPMENT REVIEW COMMITTEE'S RECORD MASTER FILE PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners has consistently indicated there should be a thorough, comprehensive and secure master file of site plans/plats processed through the Development Review Committee; and

WHEREAS, the Board of County Commissioners has found it necessary to establish written procedures to insure that the Development Review projects processed are able to maintain a thorough, comprehensive and secure master file for site plans/plats; and

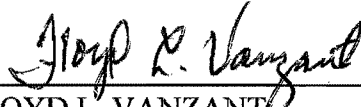
WHEREAS, the Board of County Commissioners hereby restates and mandates that staff shall provide a thorough, comprehensive and secure master file of site plans/plats and provide the required public access based on Federal, State and local regulations, but also that there is a written file procedure for the benefit of all citizens to insure a more comprehensive, expeditious and economical process of filing and retaining the Development Review Records.

NOW, THEREFORE, BE IT RESOLVED this 10th day of March, 2004, by the Board of County Commissioners of Nassau County, Florida, as follows:

1. "One Record Copy" or master file will be created for all projects processed through the Development Review Committee (DRC). All records; as defined in Florida Statutes Chapter 119.011, associated to or referenced to a DRC project will be forwarded to the Development Review Coordinator for filing in the master file.

2. Each Committee member shall, every week, provide the Development Review Coordinator a verbal discussion weekly review sheet (as provided by DRC) that documents any meetings or telephone conversations, etc. with the DRC project's applicant, owner or designee. Any contact with the applicant, owner or designee is critical to the project's status in accordance with Resolution 2004-31, 9(a) - (Established Policies and Procedures for Site Plan/Plat Review)
3. Each Committee member shall, upon receipt, provide any correspondence or in writing (verbal) any and all variations; requested and/or granted to the initial application that was submitted to the Development Review Coordinator.
4. Each Committee member can create a working file to utilize for the processing of the project. Upon completion of the project, all records contained within the working file should contain only duplicates; with all record copies submitted to the Development Review Coordinator for the secured master file as required. For the required retention period, please refer to the Development Review Committee (DRC) File Plan.
5. The Records Management department shall assist the Development Review Coordinator or their designee with records filing, records retention and final disposition of required records.
6. This Resolution shall become effective immediately upon its being adopted by the Board of County Commissioners.


BOARD OF COUNTY COMMISSIONERS  
NASSAU COUNTY, FLORIDA



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FLOYD L. VANZANT  
ITS: CHAIRMAN

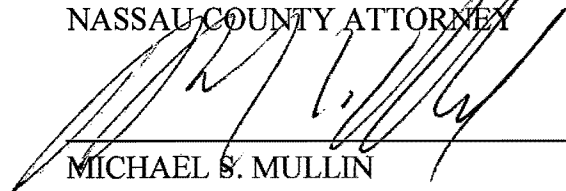
ATTEST:



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J. M. "CHIP" OXLEY, JR.  
ITS: EX-OFFICIO CLERK

APPROVED AS TO FORM BY THE  
NASSAU COUNTY ATTORNEY



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MICHAEL S. MULLIN

## Public Services Building (PSB) File Room Plan

All filing cabinets will be:

- Identified by department owner name
- Consecutive cabinets will be numbered/labeled
- Drawers will be numbered/labeled

The records inventory shall be completed drawer by cabinet. A Records inventory spreadsheet will be e-mailed to each department. (See sample copy provided) This inventory will document a record from creation to final disposition.

A copy of the inventory should be retained in a Records Inventory Master file for reference in locating any documents at a given time. The Records Inventory Master File will also include the record series title and retention period as designated by the State of Florida-Bureau of Archives and Records Management in accordance with the General Records Schedules (appropriate to department).

Each department will work with the Records Manager to create a plan that defines which schedules are appropriate to respective departments. A filing system will be designed by each department in conjunction with the records management department for consistency in the implementation of the records management plan.

In accordance with records management guidelines, any and all non-record items will be removed from the official Nassau County record file.

All records stored in the PSB file room will be active to semi-active files. Inactive files will be inventoried, sorted and categorized according to record series and prepared for storage at the appropriate Records Storage facility as designated.

All files or records will be properly stored in the correct file cabinet. At no time will a file or record be haphazardly left on the top of file cabinets or any area designated for the public to view.

The PSB file room will not be a supply or surplus storage area.

The PSB file room will be locked and each department will have an access key with a current list of designated staff (by department) approved for access to this room. The list of staff approved for access to the PSB file room will be kept on file in the Records Management Department. All changes to the designed staff will be conveyed to the Records Manager in writing within 24 hours of the change.

**APPROVED**

DATE 3-10-04 JMB

The long-term goal is to have a full time staff person designated to the PSB file room. This person would retrieve and re-file records for all departments within the PSB. The record inventory of documents in the file room would be the responsibility of that staff person.

Initially, the Records Management Department in conjunction with the Management Team discussed a software system to assist in the management of the Nassau County BOCC records. This software would track a record from creation to its final disposition. This software would track a record or file for check in/out purposes. As well as, departments would have access to a log of records and all related check in/out information. This essential part of Records Management would give a clear indication of the end of the retention period. Until a specialized software system can be purchased, the inventory spreadsheet can be utilized for this purpose.

The department heads within the PSB and/or their designee attended a software demonstration on January 29<sup>th</sup> 2004. Finding a user friendly, economical-and compatible software system fully adaptable with the current equipment in the PSB is vital. Additionally, the possibility of expanding to all of the BOCC departments with a minimal outlay of funds to that department will need to be considered in the future.

Public Services Building  
Proposed File Room Plan Justification

Restructuring or starting a records management plan/program is not an overnight project. Due to the number of people that are decision makers and that would be affected by changes within the PSB, scheduling of meetings, reviews and obtaining approvals of those individuals is time consuming alone to come out with a unified product for the BOCC's review and approval.

The plan/program will need more from the departmental staff than money for the most part. The plan/program will be a thought process change more than a complete disruption of "normal" business with major input of funds.

The training of staff:

- to follow a standard for all filing or storage in the file room
- learning new or different terminology
- to incorporate filing or records management into daily or weekly routine

At this time the file room is planned to be utilized with the current filing cabinets and shelves. This will remain until the file room is "cleaned up" to be a file room and not a file/supply/don't know where else to put it room. Once this is completed and the implementation of the File Room plan and records retention and management regulations are in place, space may be adequate for a period of time.

All departments have similar records of some nature and others are unique to that group. Each department will have a file plan for their department in a written format for training and regular maintenance of their files. When everyone is aware of the plan, everyone can use the same standard. Records management is not only the paper records; it will have to incorporate all of the electronic records at some point in time. We are working and coordinating with our MIS department to ensure compatibility and long-term usability.

It will be imperative that the BOCC supports the plan/program and that employees adhere to the policies, procedures or standards as approved. Violations (such as misuse of records, unauthorized access, alteration of records unauthorized or untimely destructions of records, etc) should be handled accordingly and expeditiously.

An outline of the DRC file plan conversion and the PSB File Room implementation is attached for your information.

Filing is a necessary element of managing records. Filing by record series within a project, can enable disposal/final disposition decisions to be made in a timely manner. Filing along with file cabinets and drawers being properly labels and identified with an inventory of contents by drawer is all a part of records management. The inventory will then allow departments to designate the records series and the retention period designated by the State of Florida-Bureau of Archives and Records Management (BARM) Records Schedules.