



TITLE: DOCUMENT RETENTION AND DESTRUCTION

DATE ADOPTED: 01/07/14

REVISIONS:

SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To identify State Statutes regarding the retention and destruction of documents.

Local Language

The Northwest Florida State College Foundation document retention and destruction policy shall be administered in accordance with Florida Statute [119.021](#) which defines the custodial requirements, maintenance, preservation, and retention of public records. Specifically, FS [119.021\(2\)\(a\)](#) identifies that The [Division of Library and Information Services of the Department of State](#) shall adopt rules to establish retention schedules and a disposal process for public records.