

RECORDS DISPOSITION DOCUMENT FOR DUPLICATES AND OSA DOCUMENTS ("DUPLICATE OR OSA DESTRUCTION FORM")

Effective immediately, no State disposition form is required for destruction of documents that are "obsolete, superseded or administrative value lost ("osa")"¹. The most common example is a document that has been archived electronically (scanned), so that the digital version is the record copy, and the hard copy becomes a duplicate. Where applicable, the Department Director is responsible for ensuring that the electronic record is maintained as the record copy. All duplicate documents and OSA documents sent for destruction must be accompanied by an executed Duplicate or OSA Destruction Form. Please see reverse side of form for additional parameters.

DEPARTMENT: _____ DATE: _____

By signing below, the Department/Division acknowledges that the electronic / digitized versions of the documents contained herein have been deemed to be the record copy and will be maintained in accordance with the applicable General Records Schedule.

SUBMITTED BY: _____
Print Name Signature

APPROVED BY: _____
Department/Division Head Name Signature

Brief description of documents and number of boxes (for example, "2 boxes duplicate receipts"):

DISPOSAL CERTIFICATE: The above listed records have been disposed of by (burning / shredding / macerating).

Signature Name and Title Destroy Date

Please return the original form to the Office of the City Clerk, 10100 Pines Boulevard, City Hall 5th Floor

The following explanations are provided by the Archives and Records Management Division of Library and Information Services, Florida Department of State.

Our policy regarding disposition documentation for duplicates appears in Rule 1B-24.003(9) (<http://info.florida.gov/barm/rules/1B24FAC.cfm>):

Agencies are not required to document the disposition of records with a retention of "Retain until obsolete, superseded or administrative value is lost" (OSA) except for records that have been microfilmed or scanned as part of a retrospective conversion project in accordance with Rules 1B-26.0021 or 1B-26.003, F.A.C., where the microfilm or electronic version will serve as the record (master) copy.

Rule 1B-24.001(3)(m) defines "retrospective conversion project" as "the bulk microfilming or digital reformatting of existing backfiles; it does not refer to day-to-day scanning of current items conducted as part of daily workflow." In other words, you are not required by rule to document the individual items you scan as part of your daily workflow on a day-to-day basis, but you are required to document disposition, for instance, of all your back files if you were to scan them as a project – for example, if you were to do a project to scan all your personnel files and then dispose of the original hard copy personnel files, then you would need to document that disposition.