



OFFICE OF THE CITY COUNCIL


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January 12, 2017

MEMORANDUM

TO: Council Staff
Executive Council Assistants

FR: Cheryl L. Brown, Director 
Jacksonville City Council

RE: Records Management and Retention – Guidelines Transition for Storage and Disposal of Files, Etc.

Attached is a guideline for destruction and retention of all on-routine correspondence and of permanent record keeping procedures. The following information will be helpful when boxing and storing materials for Members of Council, revealing what is to be kept as required by the State Retention Schedule. The guideline will provide information in determining what materials should be transferred to the Legislative Services Division for permanent record keeping.

The yearly transference of materials to the Records Management Central Storage area will assist you with your space allocation within your office as well as remove inactive files. Boxes will be delivered to your area and your Council Member's office upon request. Katrina Fisher and Jessica Matthews will be available to assist you with providing a refresher on the proper way to box items that you may wish to send to Central Storage. Remember, Legislative Services will not take boxes for Records Retention that are not correctly indexed and marked for storage. Katrina will provide the clearance for submittal to Jessica for final bar code and storage.

I look forward to speaking with each of you on Friday, January 13, 2017 at 10:00 a.m. , Conference Room A- Suite 425, 117 West Duval Street 4th Floor City Hall St. James Bldg. If after the training session, you would like to begin your Records Retention Storage process, please contact Katrina Fisher at KFisher@coj.net or 904.630.2794 or Jessica Matthews at JMatthews@coj.net or 904.630.1404.

Records Management, Retention and proper storage is a critical part of the training process. Removing inactive files several times a year will assist you in maintaining a structured document system. As a reminder, ECA's are responsible for transmitting all records for themselves as well as their Council Members Office. The Council Staff will be responsible for their personal offices, departmental, and division documents.

Thanking you in advance for your cooperation. I look forward to meeting with everyone at 10:00 a.m., on Friday, January 13, 2017, Conference Room A- Suite 425, 117 West Duval Street 4th Floor City Hall St. James Bldg.

Attachment(s)

xc: File Copy
Carol Owens, Chief Legislative Services

Katrina Fisher, Executive Administrator- Director
Jessica Matthews, Senior Legislative