

EARLY LEARNING COALITION OF OSCEOLA COUNTY

DESIGNATION OF DEPUTY CUSTODIAN

ITEM: 206E.10

EFFECTIVE DATE: 4-16-05

REVISED: 10-24-06

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POLICY STATEMENT

The Deputy Custodian shall maintain the Coalition's public records and shall supervise access (review and/or duplication) of the Coalition's public records. The Deputy Custodian shall be authorized by the Chief Executive Officer and/or the Coalition Board to perform these functions.

PROCEDURE

The Deputy Custodian shall be responsible to:

1. Ensure compliance with the Coalition's records managements policies, standards and procedures.
2. Provide training and technical assistance to staff.
3. Review and submit records disposition request to the Coalition, and act on requests when approved.
4. Coordinate the disposition of records in accordance with approved records retention schedules and approved records disposition requests.
5. Arrange for the placement and retrieval of records from off site records management storage facility(ies), as applicable.

PARTIES AFFECTED

Deputy Custodian, Coalition Board members and current Coalition employees

ASSOCIATED DOCUMENTS / FORMS

Approved Records Retention Schedule, Records Disposition Request Form