

Archiving and Retrieving Laboratory Documents

1.0 Scope and Purpose

This standard operating procedure is designed to outline the procedures of archiving and retrieving documents from the State Record Center (SRC), providing authorization to utilize and pay for SRC services, and paying the monthly invoices.

The SRC uses the Total Recall system, <http://totalrecall.dos.state.fl.us/>. The record custodian needs access to and should receive training before using the system. To learn how to use Total Recall, go to the website: <https://dos.myflorida.com/library-archives/records-management/records-management-training/total-recall-training/>.

The Division of Environmental Assessment and Restoration (DEAR) has two SRC accounts, Laboratory and DEAR. The Biology and Chemistry Program Administrative Assistants (AA) are record custodians for the Laboratory.

To update the record custodian and manage Total Recall users, contact the DEP Records Management Liaison Officer (RMLO) from the Office of the Secretary, Brett Dennis.

Department of State (DOS) Records Management (RM) Information is located at
<https://dos.fl.gov/library-archives/records-management/>.

A helpful resource is the RM FAQ, <https://dos.fl.gov/library-archives/records-management/records-management-faq/>

The descriptions of the SRC facilities and its management can be found at their website: <https://dos.myflorida.com/library-archives/records-management/state-records-center/>.

2.0 Procedures to Archive Documents

- 2.1 Obtain the official archiving boxes from the record custodian.

Note: Archiving boxes are requested from SRC by the record custodian using Total Recall. Boxes can be pre-ordered to be available when needed. The Work Orders for supplies are printed and placed in the Archived Files Logbook.

- 2.2 Follow SRC guidelines for preparing boxes. Pack only 1 type of record series per box (example: Microbiology data run logs). Fill the box as full as possible with documents to be archived. Number the box for reference. Record on a piece of paper the Program, box number, description of box contents, and date range (example: Biology, 1, Microbiology data run logs, January 1, 2019 to May 14, 2020). Do not seal the boxes; instead, tuck flaps alternately over each other.

- 2.3 Repeat step 2.2 for each box to be archived.

- 2.4 Give all box information to the record custodian.
- 2.5 The record custodian will use Total Recall to request SRC's Item Codes (unique 12-digit barcodes that identifies a specific box) be printed and sent to the record custodian.

Note: Preassigned Item Codes (barcodes) for an account can be pre-ordered to be available when needed.

- 2.6 Download the Records Storage Box Label form and the Transmittal & Receipt for Record Storage form from <https://dos.myflorida.com/library-archives/records-management/forms-and-publications/>. When the Word documents are opened, Enable Editing but do not Enable Content (macros).
- 2.7 Type the following information on a Records Storage Box Label for each box. Save each Label file for future reference.

- 2.7.1 Agency name and address

- 2.7.2 SRC Customer Box Number will be the SRC Item Code (bar code):

Note: Previously, this used to be Chemistry Box # as CH-yy-#####, Biology Box # as BIO-yy-#####, and Laboratory Support Box # as LSS-yy-#####.

- 2.7.3 Retention Schedule Number (series item) and corresponding Record Series Title. Follow the state retention schedule GS1-SL and DEP Schedule (for documents unique to DEP). Select one of the following: Raw Laboratory Data, Laboratory Notebooks, Final Reports, Purchase Requisitions (PR) or Purchase Orders (PO), Administration files and Personnel Records.

Note: Many lab documents will be retention schedule number DEP296, Quality Assurance and Field/Lab Data Records. Retention: 10 years.

Final Reports, see schedule DEP286. These are written reports, not LIMS output reports. Retention 10 years.

Refer to schedules for Staff Administration Records, Personnel Records, Purchasing Records; Vendor Files; Travel; Respirator Fit Tests; Rule Development; Training Material Records; etc.

- 2.7.4 Inclusive Dates: The starting date and ending date of the records.
 - 2.7.5 Description of Contents: A brief description of the documents inside the box that can be easily identified for future retrieval.

Note: Microbiology data run logs

Note: If, when using the Word document, the labels wrap to a second page after typing, go to the Review tab and select Restrict Editing.

Click on Stop Protection at the bottom of the page. Move the mouse over the bottom border of the label until double-arrow appears. Click and drag the bottom line of the label up. Move the bottom border of the labels to fit onto one page. Save.

- 2.8 Print 2 copies of each Records Storage Box Label file. Place one copy in the Archived Files Logbook for future reference. Separate labels on the second copy and affix those labels to the corresponding boxes. Tape over the entire Records Storage Box Label on one end of the box.
- 2.9 Affix each Item Code (barcode) to the respective box and stack the boxes per SRC guidelines.
- 2.10 Complete the Transmittal & Receipt for Record Storage form. Save the file in the same location as the corresponding Storage Carton Label files.

Note: Example for description of Records: Quality Assurance and Field/Lab Data Records (Microbiology data run logs) 01-01-2020 to 12-31-2020.

Example for column Retention schedule and Item #: DEP296, 296.

- 2.11 Use Total Recall to create a new Accession Work Order per SRC guidelines. The order is then reviewed and sent.
- 2.12 Print the Work Order Line Report and place it in the Archived Files Logbook. The Work Order Line Report shows the Work Order number, Due Date (guideline for when the items will be picked up or delivered), and list of items in the order.

3.0 Procedures to Retrieve Archived Box

- 3.1 Go to the record custodian and retrieve the Archived Files Logbook.
- 3.2 Find the Customer Box Number that needs to be retrieved. Write the number on the Access to Archived Files sheet in the Archived Files Logbook.
- 3.3 Return your request (logbook) to the record custodian. The custodian will use Total Recall to request the retrieval of the box.
- 3.4 In the event that the record custodian is not available, ask the designated alternative to make the request or call SRC.
- 3.5 Once the retrieved box is delivered to the record custodian from the SRC (normally within 24 –48 hours), the requester will be notified.
- 3.6 When the use of the retrieved documents is completed, the requester must bring the box back to the record custodian.
- 3.7 The record custodian will use Total Recall to notify SRC to pick up the box and return it to their inventory.

4.0 Letter of Authorization for Services and Invoices

- 4.1 Prior to each fiscal year, approximately in April, a Letter of Authorization for Services and fee schedule should be received from SRC. This letter must be completed, signed and returned to DOS before July 1st. The Biology AA signs the Letter of Authorization.
- 4.2 The Biology AA is listed with the SRC as the Laboratory account's Invoice Contact. Each month, invoices for Laboratory records stored by the SRC are sent to the Lab.Invoices shared mailbox. The Biology AA pays the SRC invoices using ELFF.
- 4.3 To update the SRC Invoice Contact or for questions about account, contact SRCServices@dos.fl.gov, Brenda Lippy, or Delana Johnson.

5.0 References

- 5.1 Archived Files Logbook

Appendix of Significant Editorial Changes

- 12/01/2020 Added Purchase Order Information; updated workflow, customer box # is now the bar code #, and added notes and examples.
- 03/05/2025 Clarified that there are two DEAR accounts, identified the Lab custodian positions, updated the RMLO contact. Included links to DOS Records Management and FAQ websites. Removed Purchase Order instructions and replaced with payment by ELFF. Identified the Invoice Contact staff, included more information about the Letter of Authorization for Services and fee schedule, and added SRC contacts.