Standard Operating Procedure for Archiving/Retrieving Documents

1.0 Scope and Purpose

This standard operating procedure is designed to outline the procedures of archiving/retrieving documents from the State Record Center. The descriptions of the State Record Center's facilities and its management can be found at their website: **http://dlis.dos.state.fl.us/barm/fsrc.cfm**

2.0 Procedures to Archive Documents

2.1 Obtain the official archiving boxes from the record custodian.

2.2 Obtain the starting Chemistry or Biology box # and the Transmittal & Receipt for Record Storage Form from the record custodian or download from: **http://dos.myflorida.com/library-archives/records-management/forms-and-publications/.**

2.3 Fill the box as full as possible with documents to be archived and check the State Record Center Site for "How to Prepare Records for Transfer" http://dos.myflorida.com/library-archives/records-management/forms-and-publications/.

2.4 Before sealing the box, fill out the following information on the Transmittal & Receipt for Record Storage Form:

2.4.1 Agency Name: DEP Chemistry, Biology or Laboratory Support Program.

2.4.2 Carton Number:

2.4.2.1 Chemistry Box # as CH-yy-####

2.4.2.2 Biology Box # as BIO-yy-####

2.4.2.3 Laboratory Support Box # as LSS-yy-####.

2.4.3 Series: Select one of the following: Raw Laboratory Data, Laboratory Notebooks, Final Reports, Administration Files, Personnel Records, Purchase Requisitions or Purchase Orders.

2.4.4 Inclusive Dates: The starting date and ending date of the records.

2.4.5 Retention Time: 10 years for all laboratory documents; 3 years for administrative files and records.

2.4.6 Description of Contents: A brief description of the documents inside the box that can be easily identified for future retrieval.

The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

2.5 Fold the box lids as shown in the "How to Prepare Records for Transfer" document and write the Section Box # in "large" letters on each side of the box for easy identification.

2.6 Submit the boxes and the Transmittal & Receipt for Record Storage Form to the record custodian.

2.7 The record custodian will type the Storage Carton Label. The labels can be downloaded from: **http://dos.myflorida.com/library-archives/records-management/forms-and-publications/.**

2.8 The record custodian will fill out the following information on the Storage Carton Label:

2.8.1 Agency Name: DEP Chemistry, Biology or Laboratory Support Section.

2.8.2 Carton Number:

2.8.2.1 Chemistry Box # as CH-yy-####

2.8.2.2 Biology Box # as BIO-yy-####

2.8.2.3 Laboratory Support Box # as LSS-yy-####.

2.8.3 Series: Select one of the following: Raw Laboratory Data, Laboratory Notebooks, Final Reports, Administration Files, Personnel Records, Purchase Requisitions or Purchase Orders.

2.8.4 Inclusive Dates: The starting date and ending date of the records.

2.8.5 Retention Time: 10 years for all laboratory documents; 3 years for administrative files and records.

2.8.6 Description of Contents: A brief description of the documents inside the box that can be easily identified for future retrieval.

2.9 The record custodian will tape over the entire Storage Carton Label at one end of the box.

2.10 The record custodian will contact the State Record Center for pick-up of the boxes.

2.11 The record custodian will use the State Record Center's electronic system: "Total Recall" at **http://totalrecall.dos.state.fl.us/**

to request the State Record Center's box number barcodes to be printed and sent to Chemistry, Biology or Laboratory Support Section.

To learn how to use the "Total Recall" system, one can go to the website:

http://dos.myflorida.com/library-archives/records-management/records-management-training/total-recall-training/ or contact the State Record Center at 850-245-6671 for available training dates or for assistance.

The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.

2.12 Once the SRC barcodes are received, the appropriate record custodian will affix the barcodes to all boxes

2.13 The record custodian will then use the "Total Recall" system to request SRC to pick up the boxes.

3.0 Procedures to Retrieve Archived Box

3.1 Go to the records custodian and retrieve the log book that is kept for all of the archived documents.

3.2 Find the box numbers that you are wishing to retrieve and write them down for the records custodian.

3.3 Submit your request with the box #(s) to the document custodian. The custodian will use the State Record Center's "Total Recall" system to request the retrieval of the box(es). (Go to 2.7 to learn how to retrieve boxes from SRC).

3.4 In the event that the record custodian is not available, one should 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 State Record Center (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(es) back to the record custodian.

3.7 The record custodian will contact the State Record Center by using the "Total Recall" system for SRC to pick up the box and return it to their inventory.

The OFFICIAL COPY is the on-line version. All other copies are considered unofficial and uncontrolled.