Archiving and Retrieving Laboratory 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 (SRC). 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/.

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/ or contact Carrie Lincoln our DEP Liaison from the Office of the Secretary at 850-245-2123 for available training dates or for assistance.

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

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

Note: Many lab documents will be retention schedule number DEP296 item 296, Quality Assurance and Field/Lab Data Records.

Final Reports will be retention schedule number DEP286 item 286. These are written reports, not LIMS output reports.

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

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: Example for Events: AMBIENT-2016-01-05-01 to AMBIENT-2016-09-15-08

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.

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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 (AMBIENT-2016-01-05-01 to AMBIENT-2016-09-15-08) 01-05-2016 to 09-15-2016

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 Purchase Order

4.1 The DEP Laboratory has one account (Bureau of Laboratories). The Lab receives monthly invoices for records stored by the SRC. A State of Florida My Florida Market Place (MFMP) Purchase Order must be created each fiscal year. Each fiscal year, approximately in April, a letter should be received from SRC. This letter must be completed, signed and returned to DOS before July 1st. A copy of the new PO must be emailed to SRCServices@DOS.Myflorida.com

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5.0 References

5.1 Archived Files Logbook

Appendix of Significant Editorial Changes

12/1/2020 Added Purchase Order Information; updated workflow, customer box # is now the bar code #, and added notes and examples.

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