

FEBRUARY 26, 2013 – WORKSHOP

The Board of County Commissioners, Walton County, Florida, held a workshop on Tuesday, February 26, 2013, at 8:00 a.m., at the Walton County Courthouse in DeFuniak Springs.

The following Board members were present: Commissioner Kenneth Pridgen, Chairman; Commissioner Sara Comander, Vice-Chair; Commissioner Bill Imfeld; and Commissioner Bill Chapman. Mr. Gerry Demers, Interim County Administrator; Ms. Dede Hinote, Interim Assistant County Administrator; and Mr. Mark Davis, Temporary County Attorney, were also present.

Chairman Pridgen called the meeting to order to discuss the Records Management Plan.

Mr. Steve Lewis, Records Management Consultant, provided a Records Management Plan Executive Summary, Records Disposition List, Records Management and Records Law training agenda, and a Records Management Plan Training Manual for review and discussion. He stated that they began collecting data in December to complete the project. He explained that Florida has a very rigorous public records law with many requirements.

Mr. Lewis discussed the very detailed recommendations provided to help maintain the public records law, maintenance of records/documentation, and retention periods.

Commissioner Imfeld questioned why the County should be responsible for records pertaining to utilities and hospitals. Mr. Lewis explained that is because a public record in Florida is defined as information created or received by public agencies during the normal course of business regardless of physical characteristics or means of transmission. Chapter 119 then defines which public agencies house these public records. Of course regular units of government are included, but then it states that private entities acting on behalf of a public agency are included. He explained that records created under contract with the County are public records.

He recommended, before advertising an RFP, that bidders are notified they will be a public agency, and incorporating language into the contracts as well. Commissioner Imfeld questioned if Mr. Lewis felt the same way for special taxing districts. Mr. Lewis explained that he did not because those are named in the definition of a public agency in Chapter 119, as their own unit.

Commissioner Comander questioned the retention date of 1824 as shown on the Records Disposition List. Mr. Lewis explained that those records were either here at one time and missing, they were willingly destroyed, or they are in need of being destroyed. Commissioner Comander stated that there were many records destroyed in a Courthouse fire many years ago. Mr. Lewis stated that it is typical that some records have been destroyed, the disposition list will account for the records. Commissioner Comander stated that some books/records cannot be destroyed because of their historical presence.

Attorney Mark Davis, Temporary County Attorney, questioned the lack of a date on some of the items listed on the Records Disposition List. Mr. Lewis stated that some items do not have a start or end date because that date could not be determined.

Commissioner Chapman questioned who the Records Management Liaison Officer (RMLO) is. Ms. Dede Hinote, Interim Assistant County Administrator, explained that the RMLO is Ms. Karen Sheehan, and this process will take a couple years to complete. Commissioner Chapman expressed concern with the employees' ability to accomplish this task in addition to their other responsibilities. Mr. Gerry Demers, Interim County Administrator, stated that this project would be part of their administrative functions and job descriptions.

There being no further business, the meeting adjourned at 8:47 a.m.

ATTEST



Alex Alford, Clerk of Courts

APPROVED



Kenneth Pridgen, Chairman