



**POLICY: 6Hx28:7B-01**

**Responsible Official:** Executive Vice President, Administrative Services

**Policy Contacts:** Director, Contracts and Records

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.

**Effective Date:** 11-18-1992

**Date of Last Policy Review:**  
11-18-1992

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## **Preservation and Disposal of Records**

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### **Policy Statement:**

- I. The College is authorized to establish, maintain, and dispose of public records in accordance with Chapter 119 and Section 257.36, Florida Statutes.
- II. Photographs or microphotographs in the form of film or prints made in compliance with the provisions of this section shall have the same force and effect as the originals and shall be treated as originals for the purpose of their admissibility in evidence. Duly-certified authenticated reproductions of such photographs or microphotographs shall be admitted in evidence equally with the original photographs or microphotographs.

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### **Policy History:**

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Formerly 6Hx28:4-22; Formerly 6Hx28:04-20