



**DISTRICT BOARD
MEETING AGENDA
September 24, 2020 at 4:00PM
Zoom Webinar Meeting**

Remote Participation Link:

<https://zoom.us/j/5507895592?pwd=REZ4TWtYUXowQWNpWTBaVXRzZ1dDQT09>

Via Telephone dial-in access: (646) 558-8656 / Meeting ID: 550 789 5592 / Password: 946503

1. Call to Order – Les Daniels, Chair

A. Roll Call

B. Affirmation of Mission: The mission of the Health Care District of Palm Beach County is to be the health care safety net for Palm Beach County. Our vision is meeting changes in health care to keep our community healthy.

2. Agenda Approval

A. Additions/Deletions/Substitutions

B. Motion to Approve Agenda

3. Awards, Introductions and Presentations

4. Disclosure of Voting Conflict

5. *Public Comment

6. Election of Officers

A. Chair

B. Vice Chair

C. Secretary

7. Consent Agenda – Motion to Approve Consent Agenda Items

HEALTH CARE DISTRICT

A. ADMINISTRATION

7A-1 RECEIVE AND FILE:

September 2020 Internet Posting of District Public Meeting.

<https://www.hcdpbc.org/EventViewTrainingDetails.aspx?Bck=Y&EventID=344&m=0|0&DisplayType=C>

7. Consent Agenda (Continued)

7A-2 **RECEIVE AND FILE**

Health Care District Board Attendance.

7A-3 **Staff Recommends a MOTION TO APPROVE:**

Records Management Retired Policies (Valerie Shahriari)

8. CEO Comments

9. HCD Board Member Comments

10. Establishment of Upcoming Board Meetings

December 8, 2020

- 2:00PM, Health Care District Board Meeting

11. Motion to Adjourn

*Public comments should be emailed to hbromley@hcdpbc.org or submitted via telephone to 561-804-5968 by 12:30 PM on Thursday, September 24, 2020. All comments received during this timeframe will be read aloud and included in the official meeting record.

HEALTH CARE DISTRICT BOARD

September 24, 2020

1. Description: Records Management Retired Policies

2. Summary:

A review of the Records Management Department policies was undertaken, for which several policies are recommended for retirement.

3. Substantive Analysis:

Additional information on the Records Management policies and procedures, and a brief summary of the recent changes are provided in the attached spreadsheet.

The following policies are recommended for retirement as they are either obsolete, were converted into a procedure, the policy responsibility has transferred to another department, or the language was consolidated into a master policy recently approved by the Board.

- RMD 100.2 Media Inquiries for Documents and Information
- RMD 100.3 Program Information
- RMD 100.4 Requests for General Information
- RMD 100.5 Protecting Public Records
- RMD 100.6 Requests for Copies or Inspection of Public Records
- RMD 100.7 Duplication Fees and Charges for Public Records
- RMD 100.8 Requests Exempt from Public Inspection
- RMD 100.9 Internal Requests for Records
- RMD 150.1 Record Retention Schedules
- RMD 200.1 Record Disposition
- RMD 300.8 Closing of Year End Files
- RMD 300.9 Archiving Closed Records
- RMD 300.10 Internal Records Management Audit
- RMD 300.11 Restrictive Use of E-Mail
- RMD 300.12 Microfilming of Records
- RMD 300.13 Electronic/Optical Records Storage
- RMD 300.14 Vital Records
- RMD 300.15 Archival Records
- RMD 300.16 Uniform Filing Standards
- RMD 300.17 Departmental Records Management
- RMD 300.18 Contract Management
- RMD 300.19 Emergency Preparedness

HEALTH CARE DISTRICT BOARD

September 24, 2020

4. Fiscal Analysis & Economic Impact Statement:

	Amount	Budget
Capital Requirements	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Net Revenue	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annual Expenditures	N/A	Yes <input type="checkbox"/> No <input type="checkbox"/>

Reviewed for financial accuracy and compliance with purchasing procedure:

N/A
Joel Snook
VP & Chief Financial Officer

5. Reviewed/Approved by Committee:

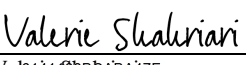
N/A
Committee Name

N/A
Date Approved

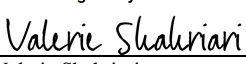
6. Recommendation:

Staff recommends the Board approve retiring the identified Records Management policies.

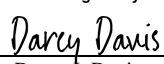
Approved for Legal sufficiency:

DocuSigned by:


Valerie Shalviani
VP & General Counsel

DocuSigned by:


Valerie Shalviani
VP & General Counsel

DocuSigned by:


Darcy Davis
Chief Executive Officer

POLICY UPDATES
RECORDS MANAGEMENT/HIM DEPARTMENT

September 10, 2020

POLICY NUMBER	POLICY NAME	LAST REVISED	SUMMARY OF POLICY CHANGES
HIM-PO-01	Health Information Management Policy - Reproduction of Medical Records	9/10/2020	Policy number assigned, language/statute revisions, and template update.
HIM-100 renumbered: HIM-PO-02	Health Information Management Policy - Retention of Medical Records	9/10/2020	Policy number updated, language/statute revisions, and template update.
RMD 300.1 renumbered: RECMGMT-PO-01	Records Management Policy-Public Records	9/10/2020	Revised policy (combined multiple policies into one), renumbered, template update.
RMD 100.1 renumbered: RECMGMT-PO-02	Public Records Access	9/10/2020	Revised policy (combined multiple policies into one), renumbered, and template update.
RMD 100.2	Media Inquiries for Documents and Information	6/8/2011	RETIRE policy. See Public Affairs' Media policy/procedure.
RMD 100.3	Program Information	6/8/2011	RETIRE policy. See Public Affairs' Media policy/procedure.
RMD 100.4	Requests for General Information	6/8/2011	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-01 procedure.
RMD 100.5	Protecting Public Records	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-03 procedure.
RMD 100.6	Requests for Copies or Inspection of Public Records	6/8/2011	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-01 procedure.
RMD 100.7	Duplication Fees and Charges for Public Records	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-02 procedure.
RMD 100.8	Requests Exempt from Public Inspection	6/8/2011	RETIRE policy - language included in RECMGMT-PO-01 & RECMGMT-PO-02 policies, & RECMGMT-PR-06 procedure.
RMD 100.9	Internal Requests for Records	5/13/1998	RETIRE policy/procedure. Obsolete.
RMD 150.1	Record Retention Schedules	5/13/98 Policy 11/4/16 Procedure	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-03 procedure.

POLICY UPDATES
RECORDS MANAGEMENT/HIM DEPARTMENT

September 10, 2020

POLICY NUMBER	POLICY NAME	LAST REVISED	SUMMARY OF POLICY CHANGES
RMD 200.1	Record Disposition	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-04 procedure.
RMD 300.8	Closing of Year End Files	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-04 & RECMGMT-PR-05 procedures.
RMD 300.9	Archiving Closed Records	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-04 & RECMGMT-PR-05 procedures.
RMD 300.10	Internal Records Management Audit	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-03 procedure.
RMD 300.11	Restrictive Use of E-Mail	5/13/1998	RETIRE policy. Obsolete. See HR's District Property Usage policy/procedure, and Information Technology's Email policy/procedure.
RMD 300.12	Microfilming of Records	5/13/1998	RETIRE policy/procedure. Obsolete.
RMD 300.13	Electronic/Optical Records Storage	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-04 procedure.
RMD 300.14	Vital Records	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-03 procedure. (See Information Technology's Backups policy/procedure & District Disaster Recovery Plans.)
RMD 300.15	Archival Records	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-04 & RECMGMT-PR-05 procedures.
RMD 300.16	Uniform Filing Standards	5/13/1998	RETIRE policy/procedure. Obsolete.
RMD 300.17	Departmental Records Management	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy. Procedure obsolete.
RMD 300.18	Contract Management	5/13/1998	RETIRE policy. Obsolete. See Legal's Contracts policy/procedure.
RMD 300.19	Emergency Preparedness	5/13/1998	RETIRE policy - language included in RECMGMT-PO-01 policy & RECMGMT-PR-03 procedure. (See Information Technology's Backups policy/procedure & District Disaster Recovery Plans.)

PROCEDURE UPDATES
RECORDS MANAGEMENT/HIM DEPARTMENT

September 10, 2020

PROCEDURE NUMBER	PROCEDURE NAME	LAST REVISED	SUMMARY OF CHANGES
RECMGMT-PR-01	Requests for Copies or Inspection of Public Records	6/30/2020	RMD 100.6 Policy retired. Language included in RECMGMT-PO-01 policy and converted to a procedure.
RECMGMT-PR-02	Duplication Fees and Charges for Public Records	6/30/2020	RMD 100.7 Policy retired. Language included in RECMGMT-PO-01 policy and converted to a procedure.
RECMGMT-PR-03	Record Retention Schedules	6/30/2020	RMD 150.1 Policy retired. Language included in RECMGMT-PO-01 policy and converted to a procedure.
RECMGMT-PR-04	Records Disposition	6/30/2020	RMD 200.1 Policy retired. Language included in RECMGMT-PO-01 policy and converted to a procedure.
RECMGMT-PR-05	Archiving Closed Year-End Public Records	6/30/2020	RMD 300.8 & RMD 300.9 Policies retired. Language included in RECMGMT-PO-01 policy and converted to a procedure.
RECMGMT-PR-06	Requests Exempt from Public Inspection	6/30/2020	RMD 100.8 Policy retired. Language included in RECMGMT-PO-01 & RECMGMT-PO-02 policies and converted to a procedure.



POLICY

Policy Title: **Media Inquiries for Documents and Information**

Effective Date: 6/8/11

Department: **Records Management**

Policy Number: RMD 100.2

POLICY

The Health Care District of Palm Beach County is committed to providing media with accurate information required to keep the public informed of District activities.

APPROVED BY	DATE
<u>R J Wiewora MD</u> Ronald J. Wiewora, MD, MPH, Chief Executive Officer	<u>6/8/2011</u>
<u>Committee: N/A</u>	<u>N/A</u>
Health Care District Board Approval:	<u>6/8/2011</u>

POLICY REVISION HISTORY

Original Policy Date
05/13/1998

Revisions	
6/08/2011	



PROCEDURE

Procedure Name:	Media Inquiries for Documents and Information	Effective Date:	6/8/11
Department:	Records Management	Policy Number:	RMD 100.2

APPLICABILITY

This procedure applies to all Health Care District Employees.

DEFINITIONS

Media Inquiries: All requests for information and/or documents from a reporter or representative who works in television, print, radio or internet publications.

PROCEDURE

All media inquiries should be forwarded to the Administrator of Public Affairs. In the event the Administrator of Public Affairs is not available, media inquiries should be referred to the Public Affairs Specialist. If the Public Affairs Specialist is not available, the inquiry should be referred to the Chief Executive Officer.

RESPONSIBILITY

All Employees:

Submit all required information to the Administrator of Public Affairs for review and follow up. Should the Administrator of Public Affairs not be immediately available, please contact the Public Affairs Specialist. If the Public Affairs Specialist is not available, the inquiry should be referred to the Chief Executive Officer.

Public Affairs:

The Public Affairs Department shall create additional procedures to effectuate this policy as necessary.

Records Department:

The Supervisor of Records Management will receive the documents compiled by Public Affairs and respond to the requester in accordance with Records Management Policy RMD 100.6.

CROSS-REFERENCES

Public Affairs Media Policy

Records Management Policy RMD 100.6



PROCEDURE

Procedure Name: **Media Inquiries for Documents and Information**

Effective Date: 6/8/11

Department: **Records Management**

Policy Number: **RMD 100.2**

ADDENDA

N/A

APPROVED BY	DATE
<i>Margaret L Hopkins Esq</i> Margaret Lynch Hopkins, Legal Counsel	<i>9/8/11</i>
<i>R J Wiewora MD</i> Ronald J. Wiewora, MD, MPH, Chief Executive Officer	<i>9/9/11</i>

PROCEDURE REVISION HISTORY

Original Procedure Date	Revisions
5/13/1998	6/8/2011



POLICY

Policy Title: **Program Information**

Effective Date: 6/8/2011

Department: **Records Management**

Policy Number: RMD 100.3

POLICY

The Health Care District of Palm Beach County will produce public information as needed to inform the public of District programs and activities.

APPROVED BY	DATE
<div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 500px;"></div> </div> <p>Ronald J. Wiewora, MD, MPH, Chief Executive Officer</p>	<div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 200px;"></div> </div>
<div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 500px;"></div> </div> <p>Committee: N/A</p>	<div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 200px;"></div> </div> <p>NA</p>
<p>Health Care District Board Approval:</p>	<div style="display: flex; align-items: center;"> <div style="border-bottom: 1px solid black; width: 200px;"></div> </div> <p>6/8/2011</p>

POLICY REVISION HISTORY

Original Policy Date	Revisions	
5/13/1998	6/8/2011	



POLICY

Policy Title: **Requests for General Information**

Effective Date: 6/8/2011

Department: **Records Management**

Policy Number: RMD 100.4

POLICY

The Health Care District of Palm Beach County is committed to providing general information to any individual requesting the information.

APPROVED BY	DATE
<div style="text-align: center; margin-bottom: 5px;"> </div> <hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Ronald J. Wiewora, MD, MPH, Chief Executive Officer	<div style="text-align: center; margin-bottom: 5px;"> 9/9/11 </div> <hr style="border: 0; border-top: 1px solid black; margin: 0;"/>
Committee: N/A	N/A
Health Care District Board Approval:	<div style="text-align: center; margin-bottom: 5px;"> 6/8/2011 </div> <hr style="border: 0; border-top: 1px solid black; margin: 0;"/>

POLICY REVISION HISTORY

Original Policy Date
5/13/1998

Revisions	
6/8/2011	



PROCEDURE

Procedure Name:	Requests for General Information	Effective Date:	6/8/2011
Department:	Records Management	Policy Number:	RMD 100.4

APPLICABILITY

This procedure applies to all Health Care District Employees.

DEFINITIONS

General Inquiries: Requests for general information regarding the Health Care District, which may include, but is not limited to, information regarding the District's history and its programs.

PROCEDURE

All employees who receive requests for general information are required to forward the requests as follows:

- Requests for information from District members and contracted providers are to be forwarded to the Customer Service Department for response.
- Requests for general information regarding the District or its programs are to be forwarded to the Administrator of Public Affairs.
- All requests for information regarding District employees are to be forwarded to the Director of Human Resources.
- Requests that do not fall under the realm of those listed above are to be forwarded to the Supervisor of Records Management who will either respond to the request or direct the request to the appropriate individual for response.

RESPONSIBILITY

Those individuals listed above are charged with the responsibility of responding to general requests for information within a reasonable amount of time and not releasing any information exempt from public inspection.

CROSS-REFERENCES

N/A



PROCEDURE

Procedure Name: **Requests for General Information**
Department: **Records Management**

Effective Date: 6/8/2011
Policy Number: RMD 100.4

ADDENDA
N/A

APPROVED BY	DATE
 Margaret Lynch Hopkins, Legal Counsel	9/8/11
 Ronald J. Wiewora, MD, MPH, Chief Executive Officer	9/9/11

PROCEDURE REVISION HISTORY

Original Procedure Date	Revisions
5/13/1998	6/8/2011

**Health Care District
Records Management
Public Records Access Policy & Procedures**

RMD-100.5
Protecting Public Records
Revised 5/13/98
Page 1 of 1

I. Policy Statement

The Health Care District is committed to ensuring that its public records are safeguarded and readily accessible to the public.

II. Definition

Florida Statute Chapter 119.011 defines public records as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Public records are intended to perpetuate, communicate, or formalize knowledge of some type.

III. Responsibility

The District's Chief Executive Officer is the District's official records custodian. However, responsibility for protecting and maintaining authorized access to records is shared with the Director of Records Management and all department directors.

IV. Procedures

Each department director must ensure that a system is in place to manage, control movement of records, and protect records held within the department.

The Director of Records Management will ensure that a system is in place to protect archived and microfilmed records.



POLICY

Policy Title: **Requests for Copies or Inspection of Public Records**

Effective Date: 6/8/2011

Department: **Records Management**

Policy Number: RMD 100.6

POLICY

The Health Care District of Palm Beach County is committed to providing access to existing public records and making copies of those records available for inspection or copying for a fee not to exceed the actual cost of duplication. If the nature or volume of the public records requested, for inspection, examination, or copying, requires extensive use of agency resources, information technology resources, or extensive use of clerical or supervisory assistance by agency personnel, the agency may charge, in addition to the actual cost of duplication, a special service charge which shall be reasonable and shall be based on the costs incurred.

APPROVED BY	DATE
<u>R. J. Wiewora, MD</u> Ronald J. Wiewora, MD, MPH, Chief Executive Officer	<u>9/9/11</u>
<u>Committee: N/A</u>	<u>N/A</u>
<u>Health Care District Board Approval:</u>	<u>6/8/2011</u>

POLICY REVISION HISTORY

Original Policy Date
5/13/1998

Revisions	
6/8/2011	



PROCEDURE

Procedure Name:	Requests for Copies or Inspection of Public Records	Effective Date:	6/8/2011
Department:	Records Management	Policy Number:	RMD 100.6

APPLICABILITY

This procedure applies to all Health Care District Employees.

DEFINITIONS

Public records: Records used by the District in the course of conducting its business. Data, in paper or electronic form, is not necessarily collected and managed to inform the public but to allow the District to perform its statutory duties.



PROCEDURE

Procedure Name:	Requests for Copies or Inspection of Public Records	Effective Date:	6/8/2011
Department:	Records Management	Policy Number:	RMD 100.6

PROCEDURE

All employees who receive requests to inspect District information are required to forward the requests immediately upon receipt as follows:

- Requests for information from District members and contracted providers are to be forwarded to the Customer Service Department for response.
- Requests for general information regarding the District or its programs are to be forwarded to the Administrator of Public Affairs.
- All requests for information regarding current District employees are to be forwarded to the Director of Human Resources.
- Requests that do not fall under the realm of those listed above are to be forwarded to the Supervisor of Records Management, who will either respond to the request or direct it to the appropriate individual for response. In the absence of the Supervisor of Records Management, such requests are to be forwarded to Legal Counsel.

No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to identify themselves or disclose the purpose or motive for the request. AGOs 92-38 and 91-76. *See also, Bevan v. Wanicka 505 So. 2d 1116 (Fla. 2d DCA 1987)*. Public records requests will be accepted in writing, by electronic mail, telephone, facsimile, or in person. The Supervisor of Records Management may:

- Ask the requester to complete forms to assist in defining or documenting the facts necessary for completing the records requests; however, the requester is not obligated to complete these forms as a condition of obtaining the public records. *See, Dade Aviation Consultants v. Knight Ridder, Inc., 800 So. 2d 302 (Fla. 3d DCA 2001)*
- If the nature of a request is insufficient to identify the records sought, the Supervisor of Records Management may ask the requester to better define the scope of the request.

If the District receives a request for a review of documents in the custody of a department, other than Records Management, the department shall forward the requested documents and the Internal Public Records Request Checklist to the Supervisor of Records Management within a three-day time frame. If the volume of records requested is extensive, the department that has custody of the records must notify the Director of Records Management who, in conjunction with the department director, will determine the estimated extensive use charge on a case by case basis (See RMD 100.7 for further information).

The Supervisor of Records Management will conduct a review of the requested records so that the documents contain no information that is exempt from public inspection. No request to inspect, examine, or obtain copies of public records shall be denied on the grounds that confidential or exempt information is commingled with the requested information or records. Confidential or exempt information shall be redacted from the records prior to



PROCEDURE

Procedure Name:	Requests for Copies or Inspection of Public Records	Effective Date:	6/8/2011
Department:	Records Management	Policy Number:	RMD 100.6

public release or examination. The District will bear the cost to separate such information.

The District is not required to conduct research or to create new records in response to a public records request. If there is a question regarding this matter, Legal Counsel should be contacted.

Legal Counsel will be utilized if any uncertainty exists regarding whether or not information is subject to disclosure to the public.

The Supervisor of Records Management will then schedule the inspection of District records or forward the records to the requester upon payment of the appropriate fees.

RESPONSIBILITY

It is understood that providing access to public records is a statutory and constitutional duty. Unless otherwise noted in this policy, all requests for copies or inspection of District public records must be administered through the Supervisor of Records Management so that requests are responded to in a timely manner, records or information contained within documents that is exempt from public inspection is not released, and fees and charges are assessed appropriately.

CROSS-REFERENCES

Attorney General Opinions 92-38 and 91-76.

Bevan v. Wanicka 505 So. 2d 1116 (Fla. 2d DCA 1987).

Dade Aviation Consultants v. Knight Ridder, Inc., 800 So. 2d 302 (Fla. 3d DCA 2001)

RMD 100.7 – Public Records Fees and Charges.

ADDENDA

A: Internal Public Records Request Checklist

B: Health Care District Flow Chart



PROCEDURE

Procedure Name: **Requests for Copies or Inspection of Public Records**
Department: **Records Management**

Effective Date: 6/8/2011
Policy Number: RMD 100.6

APPROVED BY	DATE
 Margaret Lynch Hopkins, Legal Counsel	9/8/11
 Ronald J. Wiewora, MD, MPH, Chief Executive Officer	9/9/11

PROCEDURE REVISION HISTORY

Original Procedure Date	Revisions
5/13/1998	6/8/2011



MEMO

To: [Department Head]
From: Supervisor of Records Management and Subrogation
Date:
Subject: Public Records Request

Please see the attached public records request submitted to the Health Care District of Palm Beach County by _____ . Please respond to the paragraphs applicable to your department.

In accordance with Florida Statutes, and RMD 100.6 Public Records Request policy, a response must be provided in a timely manner. This request should fall under one of the following categories:

- Readily Available Document: Immediate or up to three day turnaround
- Complex Records Request: Estimate of timeframe for completion determined within 2 days of request

Please check any that apply:

___ Records are attached. Number of pages ____.

___ Do not maintain records responsive to this request.

___ Cannot locate documents responsive to this request.

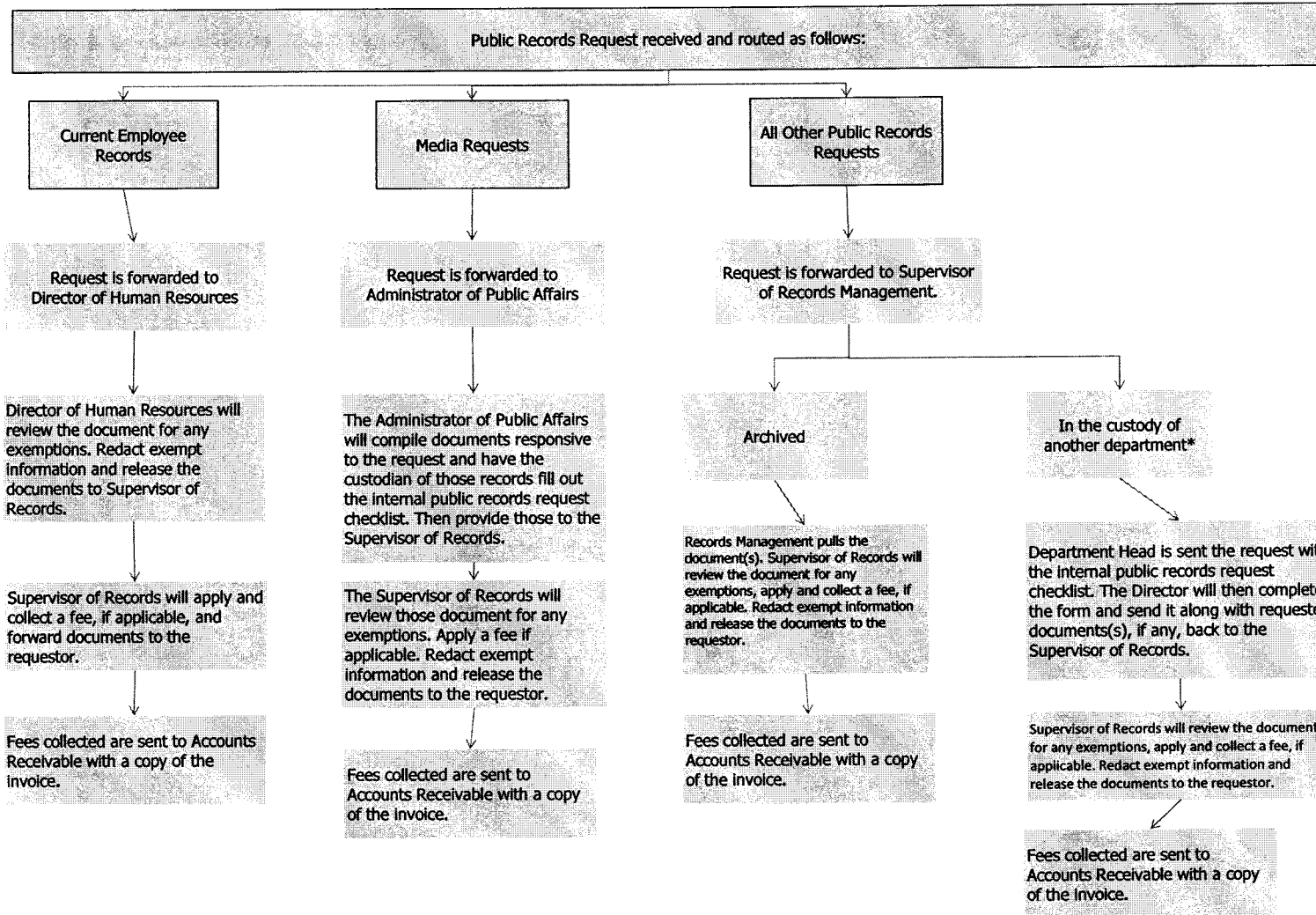
Thank you for your assistance in the timely completion of this request. Should you have any questions pertaining to this request, please contact the Records Management Department immediately. Please notify the Supervisor of Records Management when the request is completed and documents have been provided.

By signing below you are attesting the attached ____ page(s) of records are kept in the regular course of business. The information contained in the records was transmitted to you in the regular course of business or by an employee or representative of your department who had personal knowledge of the information. The records are the original or the exact duplicate of the original. To the best of your knowledge the attached records are all the records maintained by your department and completely and accurately respond to the public records request.

Department Head

Date Completed

Public Records Request Process



*Public records in the custody of another Department will be routed as follows:
 Aeromedical Records - Director of Aeromedical
 Pharmacy Records - Director of Pharmacy
 Trauma Agency Records - Trauma Agency Administrator
 Managed Care and/or Support Services Records - Administrator of Managed Care and Support Services
 Health Services Records - Administrator Health Services
 Human Resources - Director of Human Resources
 Public Affairs Records - Administrator of Public Affairs

Legal Records - Legal Counsel
 School Health Records - Administrator of School Health
 Healey Center Records - Administrator Healey Center
 Hospital Records - Hospital Administrator
 Finance Records - Administrator of Finance
 IT Records - Chief Information Officer
 Audit Records - Senior Auditor

**Health Care District
Records Management
Public Records Access Policy & Procedures**

RMD-100.7
Public Records
Fees & Charges
Revised 5/13/98
Page of 1 of 3

I. Policy Statement

The District will collect all fees and charges allowable under the Public Records Law. This includes recouping the actual cost of material and supplies used to duplicate public records for requesters as well as a reasonable service charge, in addition to actual cost fees, when a request for public records requires the extensive use of information technology resources and/or diversion of resources for clerical or supervisory assistance.

II. Definitions

- ◆ Diversion of resources is defined as records requests which take District staff more than 30 minutes to locate, copy, or otherwise make available. Such requests are susceptible to extensive use service charges.
- ◆ Extensive use of resources is when the nature or volume of the public records requested to be inspected, examined, or copied requires the use of District information technology resources and/or labor time required of clerical or supervisory employees which exceeds 30 minutes.

III. Procedures

The following fee/charge standards and guidelines are designed to ensure that the District is consistent in its application of rules which allow the recovery of actual and extensive use costs.

- ◆ Actual Cost of Duplication - The Director of Records Management, working with the department head of the department who will produce the public record copies, will be responsible for determining the actual cost of duplication when public records requests are produced using a material other than those listed below.
 - ◆ Paper Copies - (up to 8 ½" X 14") in size shall be provided at a cost of not more than 15 cents per page for one-sided copies and 20 cents per page for double-sided copies, and for all other copies, upon payment of the actual cost of duplication of the record. The cost of providing an attested (certified) copy of a public record shall be an additional \$1 per record.
-

**Health Care District
Records Management
Public Records Access Policy & Procedures**

RMD-100.7
Public Records
Fees & Charges
Revised 5/13/98
Page 2 of 3

- ◆ **Printer Paper** - The charge for computer printer paper shall be no more than the actual cost per printed page based on current purchase costs.
 - ◆ **Shipping** - U.S. postage, commercial shipping carriers, or other costs incurred in the delivery of public records shall be included in the actual costs charged to the requester.
 - ◆ **Extensive Use Charges** - Extensive use charges shall not be randomly or automatically applied. Rather, each public records request must be evaluated to determine if extensive use charges are warranted.
 - ◆ **Labor Time** - When extensive clerical and/or supervisory labor time is spent in the inspection or production of a public records request, a service charge for labor should be applied by computing the actual cost of providing such labor. The hourly salary of the clerical and/or supervisory personnel utilized to fulfill an extensive request will be charged. Charges should be rounded out to the nearest 15 minute interval.
 - ◆ **Information Technology Resources** - The District shall use the documented fee/charge methods established by each applicable department when charging for the extensive use of information technology resources, and a copy of such documented method shall be provided upon request. Service charges shall be based on the actual cost incurred for such extensive use on a case by case basis.
-

**Health Care District
Records Management
Public Records Access Policy & Procedures**

RMD-100.7
Public Records
Fees & Charges
Revised 5/13/98
Page 3 of 3

IV. Fee Collection

When all allowable fees/charges applicable to a particular public records request can be calculated in advance, they should be collected prior to the District investing extensive information technology resources and/or clerical or supervisory assistance.

Where actual costs and extensive use fees cannot be immediately determined due to the nature of the request, the District shall give an estimated cost for producing the records and inform the requester that the actual cost may vary, but will not exceed the original estimate by more than an additional 25 percent. The District should ensure estimates are accurate within 25 percent of the actual cost. Once the records are ready, the Director of Records Management, or legal counsel in the absence of the Director of Record Management, shall notify the requester of the final cost and furnish the public records upon receipt of payment.

Should the requester fail to pay the actual costs and/or extensive use charges incurred, the District should inform the requester that no future request for records will be honored until such debt is paid. The District shall refer non-payment concerns to the Finance Department.

No sales tax is to be charged for a public records request.

All checks issued as payment to the District for public records costs/fees shall be made payable to the Health Care District and forwarded to the Finance Department to the attention of Accounts Receivable.

V. Fees/Charge Waivers

Fees or charges may be waived between the District and other government agencies, by agreement between management, when the recurring exchanges or data shared between agencies negates the need to apply these fees.

Fees or charges may also be waived when it is determined by a cost/benefit analysis that the cost of collecting fees for providing access to public records outweighs the cost to the District of processing such fees.



POLICY

Policy Title: **Requests Exempt from Public Inspection** Effective Date: 6/8/2011

Department: **Records Management** Policy Number: RMD 100.8

POLICY

The Health Care District of Palm Beach County shall protect the confidentiality of any record exempt from public inspection in accordance with Florida Statutes and other applicable laws. The District's Legal Counsel will be utilized to provide guidance regarding review or release of records as needed.

APPROVED BY	DATE
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Ronald J. Wiewora, MD, MPH, Chief Executive Officer	9/9/11 <hr style="border: 0; border-top: 1px solid black;"/>
Committee: N/A <hr style="border: 0; border-top: 1px solid black;"/>	N/A <hr style="border: 0; border-top: 1px solid black;"/>
Health Care District Board Approval:	6/8/2011 <hr style="border: 0; border-top: 1px solid black;"/>

POLICY REVISION HISTORY

Original Policy Date	Revisions	
5/13/1998	6/8/2011	



PROCEDURE

Procedure Name:	Requests Exempt from Public Inspection	Effective Date:	6/8/2011
Department:	Records Management	Policy Number:	RMD 100.8

APPLICABILITY **EXEMPT RECORDS**

Any exemption in existence or hereafter enacted shall not be deemed waived or otherwise void or unenforceable simply because it is not included in this list. Florida Statutes should be consulted for a more complete understanding of a particular exemption.

RECORDS DESCRIPTION	STATUTORY EXEMPTION
Audit, Internal becomes public only when the final document is presented to the District Board.	119.07(3)(1)
Clinical Records of persons subjected to the Baker Act.	394.495(9)
Complaints or other records which relate to a complaint of discrimination relating to race, color, religion, sex, national origin, age, handicap, or marital status until a finding is made relating to probable cause, the investigation or the complaint becomes inactive, or the complaint or other record is made part of the official record of any hearing or court proceeding.	119.07(3)(p) 119.07(3)(q)
Deferred Compensation Plan and personal account activities which identify an individual.	112.215(7)
Department of Health & Rehabilitative Services records or data issued to federal, state, local, or other public agencies as specified.	382.025(8)
Court-ordered Mediation Information.	44.102
Data Processing Software obtained by the District under a licensing agreement which prohibits its disclosure and which software is a trade secret.	119.07(3)(a)
Direct Deposit account numbers and beneficiaries.	17.076(5)
Drug Testing records.	440.102(8) 443.101(11)(c) 443.1715(3)(b)
Emergency Services Information obtained by an agency which reveals the names, address, telephone number, or personal information which identifies the individual seeking emergency services.	365.171(15)
Employee Assistance Program records.	112.0455(11)



PROCEDURE

Procedure Name: **Requests Exempt from Public Inspection** Effective Date: 6/8/2011

Department: **Records Management** Policy Number: RMD 100.8

	110.1091
Employee Tax sheltered annuities or custodial accounts, including but not limited to deferred compensation, retirement, or pension plans.	112.215(7)
Employee Health/Life Insurance information.	760.50
Employee Home Addresses and Telephone Numbers for certain employees.	119.07
Employee Medical Information	119.07(3)(v)
Employee Social Security Numbers	119.07(3)(x)
Florida Retirement System (FRS) aggregate listing of names and addresses of FRS retirees.	121.031
Human Immunodeficiency Virus (HIV) Test Results and the identity of any person upon whom a test has been performed.	381.004 (3),(4),(5)
Injured Employee Medical Records and reports and any information identifying an injured employee in medical bills provided to the Division of Workers' Compensation.	440.125(1)
Mental Health Records	
Nursing Home Proceedings related to hearings of facility decisions to transfer or discharge residents.	400.0255(8)
Nursing Home Resident's Personal and Medical Records.	400.022(1)(m)
Patient care, transport, or treatment records or reports, or patient care quality assurance proceedings.	395.4025(12)
Pharmacy Records relating to the filling of prescriptions.	465.017(2)
Retired Employee names and addresses.	121.031(5)
Sealed Bids are exempt until such time as the District provides notice of a decision or indeed decision within 10 days after big proposal opening, whichever is earlier.	119.07(3)(m)
Security System information for any property owned or leased by the District.	281.301
Tax-sheltered Annuities or custodial accounts for governmental employees.	112.21(1)
Trade Secret obtained by the District.	812.081
Trauma Agency information which is confidential by operation of law.	395.51(1),(2)
Trauma Agency emergency medical review quality assurance committee records.	401.425(5)
Trauma Registry Data	395.404(3)
Any public record prepared by the District's attorney which reflects a mental impression, conclusion, litigation strategy, or legal theory of the attorney or the agency which was prepared exclusively for civil or criminal litigation or imminent	119.07(3)(1)(1)



PROCEDURE

Procedure Name:	Requests Exempt from Public Inspection	Effective Date:	6/8/2011
Department:	Records Management	Policy Number:	RMD 100.8

adversarial administrative proceedings.	
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DEFINITIONS

N/A

PROCEDURE

The following standards and controls should be followed to prevent inadvertent or unauthorized release of confidential and exempt information:

It is the responsibility of the District to inform the requester when a request cannot be filled due to an exemption which prevents disclosure. The District must provide the basis for this exemption and its statutory citation.

RESPONSIBILITY

Department Directors:

It is the responsibility of each department director to be aware of which departmental records are exempt from public inspection.

Records Management Department:

Work with department directors and the District's Legal Counsel in order to protect confidential information in the District's possession.

The Supervisor of Records Management will inform the requester when requests cannot be filled due to an exemption which prevents disclosure and provide the basis for this exemption and its statutory citation.

CROSS-REFERENCES

Chapter 119, Florida Statute


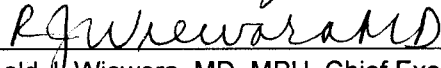
ADDENDA

N/A



PROCEDURE

Procedure Name: **Requests Exempt from Public Inspection** Effective Date: 6/8/2011
 Department: **Records Management** Policy Number: RMD 100.8

APPROVED BY	DATE
 Margaret Lynch Hopkips, Legal Counsel	9/8/11
 Ronald Wiewora, MD, MPH, Chief Executive Officer	9/9/11

PROCEDURE REVISION HISTORY

Original Procedure Date	Revisions
5/13/1998	6/8/2011

**Health Care District
Records Management
Public Records Access Policy & Procedures**

RMD-100.9
Internal Requests for Records
Revised 5/13/98
Page 1 of 1

I. Policy Statement

Each department within the District will respond to internal requests for information/documents required by other employees to fulfill job responsibilities with the same courtesy and timeliness as required in responding to requests for records from the general public.

II. Responsibility

a) Records in the Custody of a Department

Requests for records which are maintained within the department will be responded to within a two-day time frame, unless the request is extensive.

In the case of extensive requests, the department director or department representative will contact the Director of Records Management to provide a reasonable completion date for pulling requested records.

b) Records in the Custody of the Records Center

A copy of any record may be obtained by forwarding a written request to the Director of Records Management. The request must include the request date, the requesting staff person, department name, and the date the record is required.

A review of records may be conducted in the records center during normal business hours.

While copies of records maintained within the Records Management Department may be provided upon request, release/borrowing of original records held within the Records Archive Center is at the discretion of the Director of Records Management based on the administrative, archival, or legal value of the record in question.

**Health Care District
Records Management
Records Retention Scheduling Policy & Procedures**

RMD-150.1
Record Retention Schedules
Revised 5/13/98
Page 1 of 3

I. Policy Statement

The District will manage its records to ensure that a State of Florida Bureau of Archives and Records Management-approved record series and approved retention period is assigned to all District Records.

II. Definitions

- ◆ Record series is defined as a group of related documents arranged under a single filing system or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common physical characteristics. Examples would be correspondence, grant files, accounts payable, etc.
- ◆ Retention schedules designate the State of Florida approved retention period for each record series. These schedules contain state-approved descriptions and associated retention periods for District Records. See the Director of Records Management for the most recent schedules.

III. Responsibility

a) Director of Records Management

The Director of Records Management is assigned the responsibility to work with department directors, department representatives, and all District employees to assign all records to the appropriate record series from the following retention schedules:

- ◆ State of Florida General Records Schedule GS1 for State and Local Government Records
 - ◆ State of Florida General Records Schedule GS4 for Hospital/Medical Records
 - ◆ Individual Agency Schedules as approved by the State of Florida
-

**Health Care District
Records Management
Records Retention Scheduling Policy & Procedures**

RMD-150.1
Record Retention Schedules
Revised 5/13/98
Page 2 of 3

b) **Department Directors and Department Representatives**

Department Directors and Department Representatives are assigned with the responsibility to work with the Director of Records Management to ensure that appropriate record retention schedules are approved for all records maintained within the department's files.

IV. Procedures

The Director of Records Management will assist all personnel with assigning an appropriate record series title to records generated or received during the course of doing business. An appropriate record series must be listed on the label of any box of records forwarded to the Records Archive Center for storage.

If any District record series is not described in approved retention schedules, the following procedures will be followed:

1. The Department Representative will provide the Director of Records Management with the following information:
 - ◆ A proposed record series title
 - ◆ A brief description of the record
 - ◆ A proposed record retention period for both the original record (master) copy and duplicate copies of the records based on the department's need to reference the records for administrative or financial requirements
 - ◆ An indication as to whether the record may be utilized as documentation for independent audit purposes
 2. The Director of Records Management will fill out the State of Florida Records Retention Schedule Form LS6E106R4-93 and submit to the State of Florida Bureau of Archives and Records Management for approval.
 3. The State of Florida will either approve the District's recommendation or provide a revised record series title and approved retention period.
-

**Health Care District
Records Management
Records Retention Scheduling Policy & Procedures**

RMD-150.1
Record Retention Schedules
Revised 5/13/98
Page 3 of 3

4. The Director of Records Management will provide department representatives with copies of new or revised approved record retention schedules.

All employees are reminded that State of Florida approval is required prior to the destruction of any record which has met the required retention period (See Policy RMD-200.1).

**Health Care District
Records Management
Records Disposition Policy & Procedures**

RMD-200.1
Record Disposition
Revised 5/13/98
Page 1 of 2

I. Policy

In accordance with provisions of Florida Statute Chapters 119.041 and 257.36, the District shall systematically dispose of records no longer needed subject to the consent of the Records and Information Management Program of the Division of Library and Information Services of the Department of State.

II. Responsibility

The State of Florida requires that the Records Management Liaison Officer (Director of Records Management) witness the destruction of any District record for which State of Florida authorization to destroy has been obtained. This is to ensure that disposition is performed in accordance with requirements of Florida Statutes and other applicable laws.

Therefore, department directors are responsible for coordinating the destruction of all records with the Director of Records Management. The Director of Records Management will coordinate the destruction of archived records with legal counsel, the Chief Executive Officer, and department directors.

III. Procedures

a) Disposition of Records in the Custody of a Department

At the close of each fiscal year, all departments are encouraged to box up inactive records and forward to the Records Archive Center for storage and management.

If a department director chooses to maintain closed files in the department, the department director or representative must fill out the attached Records Destruction Request Form and forward to the Director of Records Management prior to record destruction. Only upon written approval of the Director of Records Management may records be destroyed.

NOTE: ALL RECORDS MAINTAINED WITHIN DEPARTMENTS ARE SUBJECT TO INTERNAL AUDIT. (SEE RMD-300.10)

**Health Care District
Records Management
Records Disposition Policy & Procedures**

RMD-200.1
Record Disposition
Revised 5/13/98
Page 2 of 2

III. Procedures (continued)

b) **Disposition of Records in the Custody of the Records Management Department**

The Director of Records Management or his/her designee shall maintain a Records Destruction Log which tracks all boxes/records forwarded to the Records Center. The log will list the appropriate record series, the date that the records meet the state-mandated retention period, and the submitting department.

At the close of each fiscal year, the Director of Records Management shall:

- ◆ Submit a Records Disposition Request to the State of Florida Bureau of Archives and Records Management which requests authorization to destroy all records which have met the state-mandated retention.
- ◆ Upon receipt of State of Florida authorization to dispose of records, the Director of Records Management shall forward a copy of the approved Records Disposition Request Form, along with the Records Management and Departmental Destruction Logs, to the Chief Executive Officer and legal counsel. Upon authorization from the Chief Executive Officer and legal counsel, disposition may be implemented.
- ◆ The Director of Records Management will also provide a copy of the approved Records Disposition Form and Destruction Logs to executive management for review. Executive management requests for delayed destruction must be submitted in writing, include a reason for the delay and a new destruction date, and must be returned to the Director of Records Management within 30 days of receipt of the log.
- ◆ The Director of Records Management will then arrange for records disposition, making certain that any documents that contain confidential information are shredded. The date of destruction and action taken shall be noted on the Records Disposition Request. Upon destruction of all records listed on the Records Disposition Request, the Director of Records Management will obtain the signature of an appropriate witness on the completed Records Disposition Request.

Completed Records Disposition forms become a permanent District record that must be placed on microfilm.

**Health Care District
Records Management
Records Disposition Policy & Procedures**

RECORDS DESTRUCTION REQUEST

Director of Records Management authorization is required PRIOR to the destruction of any record.

Date

Submitted by

Department Name and No.

Authorization to destroy the following records is submitted:

RECORD SERIES*	FISCAL YEAR GENERATED	PLEASE CIRCLE ONE	
		DOCUMENT(S) WILL BE**	
		Original Document	Thrown Away
		Duplicate Copy	Shredded
		Original	Thrown Away
		Duplicate	Shredded
		Original	Thrown Away
		Duplicate	Shredded
		Original	Thrown Away
		Duplicate	Shredded
		Original	Thrown Away
		Duplicate	Shredded

Authorized: Department Director
(Signature and date)

Authorized: Director, Records Management
(Signature and date)

* Please call the Director of Records Management to determine appropriate records series.
** Schedule appropriate time for disposition with the Director of Records Management.

**Health Care District
Records Management Policy & Procedures**

RMD-300.8
Closing Year End Files
Revised 5/13/98
Page 1 of 1

I. Policy Statement

To better manage the District's records and for appropriate utilization of existing office space, each department director will ensure that department inactive records are closed out at the close of each fiscal year and forwarded to the Record Archive Center for storage.

II. Responsibility

Each department is responsible for ensuring that department inactive records are closed out at the close of each fiscal year and appropriately boxed, labeled, and forwarded to the Record Archive Center for storage. All records must be boxed in accordance with provisions of RMD-300.9.

III. Procedures

The Director of Records Management will ensure that inactive public records are appropriately managed and protected, and that records which have met the required retention period are disposed of economically and in a timely manner and in accordance with State of Florida guidelines.

Health Care District Records Management Policy & Procedures

RMD-300.9
Archiving Closed Records
Revised 5/13/98
Page 1 of 1

I. Policy Statement

The District's inactive records will be stored in the Record Archive Center and managed by the Records Management Department.

II. Procedure

1. Only the approved 13" X 13" box may be utilized for storage of records to be forwarded for Record Archive Center storage. Records boxed in any other type of box and boxes which have been packed full to bursting will be returned to the originating department for reboxing.
 2. To ensure that records can be appropriately managed at the Record Archive Center, each box of records should contain only one record series and all records within the box must have been received or created during the same fiscal year.
 3. A peel and stick label, provided by the Records Management Department, must be affixed to each box. The label identifies all required information to be included on each box.
 4. Records, which are appropriately boxed and labeled, should be brought to the Records Management Department.
 5. The Director of Records Management will assign a box number to each box and log the box into a database which includes, but is not limited to, the box number, retention period for the record series contained in the box, the proposed destruction date, submitting department, and box contents description.
 6. Records Management Department personnel will arrange to have the boxed records transported to the Record Archive Center.
-

Health Care District Records Management Policy & Procedures

RMD-300.10
Internal Records Management Audit
Revised 5/13/98
Page 1 of 2

I. Policy Statement

The District will ensure that employees control and manage District records in accordance with applicable laws and District records management policies.

II. Procedures

The Director of Records Management may conduct annual record management audits within departments. The Director of Records Management can conduct announced or unannounced audits.

1. Unannounced Audits will be conducted as follows:

- ◆ The Director of Records Management shall conduct an unannounced audit in the presence of the department director or his/her designated representative.
 - ◆ The Director of Records Management will document department records management practices and adherence to District policies by filling out the attached Department Records Audit Form.
 - ◆ The Department Records Audit Form will then be signed off by the District's Chief Executive Officer and Legal Counsel and forwarded to the department director.
 - ◆ The department director will have a two-week period of time to correct any deficiencies and will document corrective actions taken on the Department Records Audit Form.
-

Health Care District Records Management Policy & Procedures

RMD-300.10
Internal Records Management Audit
Revised 5/13/98
Page 2 of 2

2. Voluntary Audit

Voluntary audits will be conducted as follows:

- ◆ Department directors may request an audit for guidance on department record management procedures.
 - ◆ The Director of Records Management will provide oral instructions regarding any records management deficiencies while conducting a voluntary audit.
 - ◆ The Director of Records Management may document the voluntary audit as an annual audit if no deficiencies are found.
-

Health Care District Records Management Policy & Procedures

DEPARTMENT RECORDS AUDIT

Page 1

Audit Date Audit Conducted By

Department Audited Department Representative Present

CIRCLE ONE

Does the department have a representative fully knowledgeable of District record management policies and procedures assigned to work with the Director of Records Management? Yes No

Do all department records have a State of Florida approved retention schedule assigned? Yes No

Are department records kept secure? Yes No

Does the department have a system in place to effectively organize, manage, and control removal and borrowing of department records? Yes No

Are staff required to sign out department records so that borrowed records can be located if needed? Yes No

Are inactive records stored within the department? Yes No

Have department vital records been identified and copies kept at an off-site location? Yes No

Does it appear that unnecessary records are being generated within the department? Yes No

Department Director/Date

Director, Records Management/Date

Legal Counsel/Date

Chief Executive Officer/Date

**Health Care District
Records Management Policy & Procedures**

DEPARTMENT RECORDS AUDIT

Page 2

This section to be filled out by the department director.

The following corrective actions will be implemented: Implementation Date
of Corrective Actions*

	Implementation Date of Corrective Actions*

Department Director Comments:
Director of Records Management Comments:
Legal Counsel Comments:
Chief Executive Officer Comments:

* Director of Records Management initial next to the implementation date indicates that corrective actions have been implemented.

Health Care District Records Management Policy & Procedures

RMD-300.11
Restrictive Use of E-Mail
Revised 5/13/98
Page 1 of 1

I. Policy Statement

Use of the District's E-mail system is limited to sending messages of a transitory nature. The State of Florida defines transitory messages as follows:

Transitory Messages

This record series consists of those records that are created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines for procedures, certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to communication that might take place during a telephone conversation or a conversation in an office hallway. Transitory messages would include, but not be limited to, E-mail messages with short-lived or no administrative value, voice mail, self-sticking notes, and telephone messages.

II. Procedures

If the District's E-mail system is utilized for messages which do not meet the description of a transitory message, the document creator must print out and maintain a hard copy of the record within the department files.

Health Care District Records Management Policy & Procedures

RMD-300.12
Microfilming of Records
Revised 5/13/98
Page 1 of 2

I. Policy Statement

The Director of Records Management shall ensure compliance with guidelines related to the protection of records with long-term retention periods by placing these records on microfilm. The original silver copy of each microfilm roll will be sent to the State of Florida Archives for protection as part of the State Security Microfilm Program.

II. Responsibility

The Director of Records Management shall coordinate the microfilming of all District records to ensure that microfilm quality is in accordance with Rule 1B-26.0021, Florida Administrative Code.

It is the responsibility of each department to work with the Director of Records Management to identify records that should be placed on microfilm. These records should be forwarded to the Record Archive Center immediately upon receipt or creation or upon the close of the fiscal year when the records were created.

III. Procedures

Records which will be placed on microfilm include, but may not be limited to:

- ◆ Accounts Payable and Accounts Receivable year-end summary report
 - ◆ Census Records: Reports (Annual)
 - ◆ Disease Indexes
 - ◆ Endowments, Bequests, and Trust Fund Records
 - ◆ Expenditure Plans, Capital
 - ◆ Leave Index Records: Florida Retirement System
 - ◆ Leave Index Records: Non Florida Retirement System
 - ◆ Ledgers: General (Annual Summary)
 - ◆ Master Patient Indexes
 - ◆ Minutes: Official Meetings
 - ◆ Opinions: Legal (Attorney)
 - ◆ Terminated Personnel Records
-

**Health Care District
Records Management Policy & Procedures**

RMD-300.12
Microfilming of Records
Revised 5/13/98
Page 2 of 2

III. Procedures (continued)

Each department should forward records, which should be placed on microfilm to the Records Management Department in the date, or sequential order in which the records are filed and maintained within the department.

The Director of Records Management will, at the close of each fiscal year, organize records received from all departments and will arrange for microfilming of these records.

The Director of Records Management will ensure that the District has contracted with a vendor that will perform all microfilming services in accordance with State of Florida guidelines.

In accordance with the District's participation in the State of Florida Security Microfilm Program, the original silver film copy will be forwarded to the State of Florida Archives for protection.

Health Care District Records Management Policy & Procedures

RMD-300.13
Electronic/Optical
Records Storage
Revised 5/13/98
Page 1 of 1

I. Policy Statement

While electronic/optical storage of records is an option, the District's Information Services Department will conduct an analysis to determine that this option is cost justified and that easy access to all records would be maintained if electronic/optical storage is implemented.

II. Responsibility

If adopted, the District's Information Services Department director shall be responsible for ensuring that all electronic systems comply with all requirements of the Rules of the Department of State, Division of Library and Information Services, Chapter 1B-26, Records Management - Standards and Requirements.

III. Procedures

The District will not purchase, lease, create, or otherwise acquire any electronic data-processing systems for the storage, manipulation, or retrieval of public records unless it first determines that the system will not impair or impede the District's ability to permit the public inspection and examination, and to provide electronic copies of such records.

Health Care District Records Management Policy & Procedures

RMD-300.14
Vital Records
Revised 5/13/98
Page 1 of 2

I. Policy Statement

The District will ensure that all vital records are protected and that duplicate copies are accessible in the event of a disaster.

II. Responsibility

Responsibility for protecting vital records is shared among the District's Chief Executive Officer, Executive Staff, Director of Records Management, and the Information Services Department Director.

The following department representatives are responsible for identifying vital records contained within the department and ensuring that up-to-date duplicate copies are maintained at an off-site location. Vital records will include, at a minimum, the following:

Finance Department, Chief Financial Officer or his or her designee

- Accounts Payable/Accounts Receivable - monthly and year end
- Agreements - as executed
- Bank Accounts - monthly
- Current Budget - annually
- Federal/State Identification Numbers - as appropriate
- General Ledger Accounts - monthly and year end
- Insurance Policies - as executed
- Treasurer's Reports - monthly

Human Resource Department, Director

- Payrolls - quarterly and year end
- Pension Fund Records - quarterly and year end

Provider Services, Director

- Provider Contracts - as executed

Health Care District Records Management Policy & Procedures

RMD-300.14
Vital Records
Revised 5/13/98
Page 2 of 2

III. Definition

Vital records are those records which are essential to reestablish business after a disaster and, records that are necessary to recreate legal and financial positions, and those records necessary to protect the rights of the District, its employees, and members.

IV. Procedures

Duplicate, and when appropriate, updated, copies of vital records must be stored at an off-site location.

Ideally, one off-site location should be utilized for vital record storage to provide easy access in the event of a disaster. The District is in the process of drafting a Disaster Plan, which will identify an alternate operations center in the event of a disaster. Until this plan is completed, the District's off-site record storage facility may be utilized for off-site storage of vital records by contacting the Records Management Department director.

The protection, security, emergency transfer, temporary storage, and access to vital records requires particular coordination because these activities are dealt with in pending or actual emergency or disaster conditions.

The following records are suggestions of some possible records deemed necessary to the operation of the District:

- Accounts Payable/Accounts Receivable
- Agreements
- Bank Accounts
- Contracts
- Current Budget
- Federal/State Identification Numbers
- General Ledger Accounts
- Insurance Policies
- Payrolls
- Pension Fund Records
- Treasurer's Reports

Health Care District Records Management Policy & Procedures

RMD-300.15
Archival Records
Revised 5/13/98
Page 1 of 1

I. Policy Statement

The District shall ensure that all records with historical value are protected and placed on microfilm.

II. Definition

Historical records shall include any record that documents important milestones achieved by the District or significant actions taken by the Health Care District.

III. Responsibility

It is the responsibility of each department director to identify and forward records with historical value to the Director of Records Management.

The Director of Records Management shall ensure that all records with historical value are placed on microfilm.

IV. Procedures

Records of historical value should be forwarded to the Records Management Department immediately upon receipt or creation.

The director of Records Management will, at the close of each fiscal year, organize historical records received from all departments and will arrange for microfilming of these records. In accordance with the District's participation in the State of Florida Security Microfilm Program, the original silver film copy will be forwarded to the State Archive for protection.

**Health Care District
Records Management Policy & Procedures**

RMD-300.16
Uniform Filing Standards
Revised 5/13/98
Page 1 of 2

I. Policy Statement

Each District employee must ensure that all records within his/her possession are maintained in accordance with all policies.

II. Responsibility

Each District employee is mandated with the responsibility to clearly identify all records/files with sufficient information to promote proper management of the District's public records and to ensure that the record (master) copy of any document received or created is maintained in the appropriate District files.

III. Procedures

File Folder Identification

The following information must be clearly marked on each file folder:

- a. File Name
- b. Record Series*
- c. Closing date

* See the Director of Records Management for a list of current State of Florida approved record series.

Health Care District Records Management Policy & Procedures

RMD-300.16
Uniform Filing Standards
Revised 5/13/98
Page 2 of 2

File Closing Dates

New sets of files should be created on October 1 of each fiscal year. Each file should be clearly marked with one of the following closing dates:

- ◆ September 30, 19__
- ◆ Permanent**
- ◆ Project files closing date should be the date the project is completed

Inactive records that will not be referenced on a regular basis by department personnel should be boxed up and forwarded to the Record Archive Center for storage in accordance with standards set forth in this policy.

- * Contact your department representative or the director of Records Management if you need additional information on record series.
 - ** These records must remain on file permanently and should be placed on microfilm. See your department representative or the director of Records Management for more details.
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Health Care District Records Management Policy & Procedures

RMD-300.17
Departmental Records Management
Revised 5/13/98
Page 1 of 1

I. Policy

The District will ensure that all records are managed in a way to provide easy access to records as well as to protect the record for the life of the document.

II. Responsibility

It is the responsibility of each department director to ensure that this policy is implemented within his/her department.

III. Procedures

Departments should maintain one central departmental filing system whenever possible and ensure that:

- ◆ No more than one record master copy of each record is maintained on file
- ◆ Records are kept in some order (alphabetical, chronological)
- ◆ A system is in place to control movement of records
- ◆ A system of signing out records is in place so that records may be located when needed

Miscellaneous Standards

- ◆ All documents consisting of more than one page shall be stapled at the top left corner, not paper clipped.
 - ◆ Any record received on thermal facsimile paper must be copied onto 8.5" X 11" paper prior to being placed into a file.
 - ◆ Inactive records should be boxed up, appropriately labeled, and forwarded to the Record Archive Center for storage at the close of each fiscal year.
 - ◆ Files should be set up so that duplicate documents are maintained separately from all original record (master) copies.
 - ◆ The standard page size for District documents is 8 ½" X 11."
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**Health Care District
Records Management Policy & Procedures**

RMD-300.18
Contract Management
Revised 11/01
Page 1 of 2

I. Policy Statement

Contracts, agreements, leases, warrants, or letters of agreement which bind the District may only be executed by individuals as authorized in the District's Purchasing Policy. The original signed copy of all contracts, agreements, leases, warrants, and letters of agreement shall be maintained by the Records Management Department.

II. Purpose of Policy

To ensure that appropriate record keeping and internal controls are maintained over all District contracts, agreements, leases, warrants, and letters of agreement.

III. Procedures

1. Any District employee who is responsible for coordinating the execution of any contract, agreement, lease, warrant, or letter of agreement which binds the District, either financially or legally, must forward two (2) copies of the contract, agreement, lease warrant, or letter of agreement that has been executed by the other party to the Chief Executive Officer for execution, subsequent to legal and District Board approval, as appropriate.
2. Upon execution by the Chief Executive Officer, the Chief Executive Officer's administrative assistant will forward one original copy to the Records Management Department and the second executed original will be sent back to originating department.

The originating department is responsible for ensuring a copy of the executed contract is forwarded to:

- ◆ the vendor/provider
 - ◆ District legal counsel
 - ◆ Finance Department
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Health Care District Records Management Policy & Procedures

RMD-300.18
Contract Management
Revised 11/01
Page 2 of 2

3. The Records Management Department will log the contract into a database which will include, but is not limited to, the following information:
 - ◆ Name of contracting company
 - ◆ Termination date of the agreement
 - ◆ Submitting department/individual
 - ◆ Contracted service description

 4. In June of each year, the Records Management Department will provide the District's executive staff with a report that reflects the status of all contracts, including all contract termination dates. Executive staff will use this information to ensure that contracts under their discretion are re-negotiated and renewed as appropriate prior to annual District Board approval of contract renewals in September.
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Health Care District
Records Management Policy & Procedures

RMD-300.19
Emergency Preparedness
Revised 5/13/98
Page 1 of 3

I. Policy Statement

The District's Chief Executive Officer is responsible for ensuring that the District takes all reasonable steps necessary to protect its public records in the event of a pending disaster.

II. Procedures

- A. All possible precautions should be taken if a possible disaster is evident, including but not limited to:
1. All records should be moved away from windows and covered with plastic.
 2. All computer programs are to be backed up and stored off-site.
 3. Vital records are to be moved safely off-site or to the core of the building.
 4. All records are to be moved away from potential or known areas of leakage.
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Health Care District Records Management Policy & Procedures

RMD-300.19
Emergency Preparedness
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Page 2 of 3

B. Stabilizing the Environment After a Disaster

To prevent the growth of mold and mildew on water-damaged materials, room temperature must be kept below 80 degrees F. If a lack of power prevents the control of room temperature, all possible ways of promoting good air circulation should be implemented.

If conditions cannot prevent the growth of mold, all moldy materials should be moved away from unaffected items to prevent the contamination of unaffected materials. All water-damaged material should be dried completely before taking any steps to remove mold as follows:

- a. Use a soft fiber brush to lightly brush away the surface growth. If affected pages begin to break apart, STOP and contact a professional conservator for assistance.

 - b. Blot the records with some form of fungicide. The two most common solvents used for this purpose are isopropanol (rubbing alcohol) and Lysol. If Lysol is used, it should be mixed in the most dilute proportions on the package instructions. However, all affected areas should be checked for color fastness before proceeding with this treatment. A cotton swab should be dampened (almost dry) with the solution and document should be blotted, not rubbed or brushed. If colors feather or bleed do not proceed any further and contact a professional conservator.

 - c. Records should then be moved to a dry, clean environment, which is free of solvents and/or molds. Ideally, the relative humidity should be 50 percent and the temperature 70 degrees F. with minimal fluctuation.
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**Health Care District
Records Management Policy & Procedures**

RMD-300.19
Emergency Preparedness
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If a conservator is required, one of the following may be contacted:

The Restoration Company	1 (800) 843-7284
Recovery Management, Inc.	1 (800) RMI-8866
Bell & Howell	1 (800) 723-2338
Servpro	1 (800) SERVPRO

