

# **Records Management Plan**

For the

## **Clay County District School Board Florida**

*June 6, 2007*

### *Proposal and Statement of Qualifications*

**Florida State University  
The John Scott Dailey  
Institute of Government**



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SML, Inc.**

*Information Analysis, Design, Planning and Training*

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June 6, 2007

Mr. Tom W. Moore  
Chief Information Officer  
School District of Clay County  
90 Walnut Street  
Green Cove Springs, FL 32043  
E-mailed to: [twmoore@mail.clay.k12.fl.us](mailto:twmoore@mail.clay.k12.fl.us)

Dear Mr. Moore,

Thoroughly enjoyed meeting and getting to know you at the seminar last week. Thank you for this opportunity to propose development of a comprehensive records management plan for the District. I look forward to helping your agency on a path calculated to improve records management functions. Listed are specific goals a comprehensive records program should achieve as I propose to recommend:

- 1. retention and disposition of records in accordance with all state and federal requirements;**
- 2. management access to both active and inactive records in an accurate and timely fashion (to include a filing *system* and consideration of imaging potential);**
- 3. retention of all records under secure conditions, preventing unauthorized access by both employees and third parties;**
- 4. protection of all records from physical calamity and decay;**
- 5. provision for the timely destruction of records at the end of their retention period in a secure manner;**
- 6. conversion of long term retention records to an appropriate preservation device;**
- 7. provision for disaster recovery, vital records protection; and**
- 8. achievement of these goals in the most cost-efficient manner available.**

Collections of records like those held by the District must be accounted for and integrated into a comprehensive, systematic, efficient records management plan. This plan must be based on specific data relative to the agency and its operations. The plan must be long-range and it must be written. Additionally, proper records management may help avoid adverse litigation and unnecessary expenditure of staff and storage

resources managing records no longer required by Law or administration. Cost avoidance opportunities are huge. I suspect the opportunities at the District are quite large based on the size and scope of the operation.

The plan will describe in detail steps to be taken to achieve all eight goals described above. Included will be specific recommendations and where appropriate, **bid specifications for implementation. If indicated, I will design a filing system together with an automated file code tracking system and/or boxed record index, word searchable, written to Microsoft Access. The plan will define public records, detail scheduling and dispositioning and imaging options to include destruction, microfilm and digital imaging; make organization structure recommendations related to record operations, review current records management procedures and comment and/or draft recommended record procedures. I will analyze off site storage requirements, vital records protection and disaster recovery; and make recommendations. I will also prepare a Disposition List for the agency, and Record Retention Request documents as required by Rule Chapter 1B-24, Florida Administrative Code. Further, I will write a training manual to be used by personnel with record responsibilities, and design a one day (six hour) training program at your site. To *conduct* the training will require an additional fee.**

Except for clerical functions I will perform all related project activity. All data analysis and recommendations will be my personal responsibility. **The Plan will include relevant data and narrative explanations; recommendations for all aspects of records management and an implementation plan. The Plan will include a list of references and published sources used during preparation.**

I am presently working with Collier and Martin School Districts as we have already discussed, and have worked with numerous other agencies on similar projects; including recently the Hillsborough and Citrus County Tax Collectors. I have long working relationships with many clients continuing to assist and monitor implementation as might be appropriate for your agency. One such is the City of Coral Gables where to date we have legally destroyed over **twelve million pieces** of paper and made significant improvements in nearly every record operation.

Numerous references are available upon request. I have over thirty years experience managing Florida Public Records at nearly every type and size of agency. Most experience consists of consulting and writing Records Management Plans for Public Agencies, however, experience includes at the lowest level, preparing records for microfilming, staffing high density and off-site storage facilities, through to the highest levels of Records authority to include Vice-President positions at two Corporations, one international. Further, I have numerous private sector clients including the automotive and defense industries, and half a dozen billion dollar clients. I successfully designed the records systems for a major provider in industry (an early client) with factories in seven foreign countries for **ISO 9000 Industry Certification**, a difficult certification to achieve.

Beginning 1989, I was the Records Manager for the Florida Department of Health and Rehabilitative Services responsible for the information management systems for the Agency, including the design for the Florida Protective Service System. At that time, HRS was the largest state agency in the United States, with 92,000 employees, a seven billion dollar budget and a records collection second only to the National Archives with two million cubic feet of records and 12 off-site record storage facilities.

I regularly conduct 12-hour seminars for CEU's at FSU, UCF, FAU and FIU on Public Records Law and Public Records Management, as you attended. These seminars are certified for credit by the IIMC for the Certified Municipal Clerk program and ongoing education. Last year I conducted dozens of lectures for a variety of audiences throughout Florida on Public Records Law and Public Records Management.

I've worked in the Florida Department of State Records Program offering assistance to all levels of Public Agencies to include writing Retention Schedules, authorizing the destruction of Public Records, drafting Florida Administrative Code and Statutory amendments, Policy and Procedures; and conducting regional seminars on Public Records Law and Public Records Management.

Traditional data collection and analysis techniques will be employed including but not limited to: on site interviews with relevant staff; hands on evaluation of high density and key record collections; an evaluation of activity; review and analysis of existing policy and procedures. A thorough review and analysis of record management operations will be made resulting in a comprehensive narrative records management plan. I expect to be on site for one work week for data collection. Analysis and writing will require three or four weeks for completion.

My fee for the on site visit, data collection and for writing the Plan and providing the training is **\$16,000.00 inclusive**. Travel and all related expenses are included, together with a return visit to present findings and recommendations to management. Procurement shall proceed through the Florida State University, Institute of Government. By copy of the proposal I shall inform them of our intentions. The District may purchase these services directly from the University without the need for a formal bid process.

Thank you. I look forward to working with you and other staff on this project. Please give me a call to discuss any of this you wish.

Sincerely,  
Steve M. Lewis



## **RESUME**

### **Steve M. Lewis**

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Steve M. Lewis is an independent Records and Information Management Consultant with over thirty years experience at nearly every size and type of government agency. Clients range from small towns to major cities, counties, school boards, state agencies, universities, community colleges, utilities, transportation, law enforcement, court and regulatory agencies. Has held two vice-president positions in the corporate world. Client list generates extensive experience in the private sector to include the defense industry, manufacturing and service sectors - nationally and internationally. Has managed collections as large as two million cubic feet. Services cover a broad spectrum to include designing records management plans, designing systems, identifying records eligible for destruction, assisting with legal compliance, providing training and nearly any other records and information related service requirement.

### **Work Experience**

6-1-2004 to Present (35 MO)

#### **PRESIDENT - SML, Inc., A Florida Corporation**

Continued responsibilities described below together with corporate obligations necessitated by a rapidly expanding client base and associated demand for services. Scope and depth of services continues to develop. Partial list of Florida clients:

Florida State University  
City of Miami  
Florida International University  
Florida Atlantic University  
University of South Florida  
Lason, Inc.  
Iron Mountain  
University of Central Florida  
Jackson Memorial Hospital, Miami  
City of Key West

Martin County School Board  
St. Johns River Water Management District  
Haines City  
City of Tavares  
City of Bartow  
City of Winter Springs  
City of Coral Springs  
Martin County Clerk of the Court  
City of Fellsmere  
Town of Longboat Key  
City of Sanibel  
University of North Florida  
Dixie County Clerk of the Court  
Leon County Clerk of the Court  
Florida Records Management Association  
St. Johns County Development Services  
Monroe County School Board  
Osceola County Board of County Commissioners  
Certified Records Management (CRM), Florida  
City of Boynton Beach  
City of Indian Rocks Beach  
City of Sanford  
Florida Gulf Coast University  
City of Midway  
Tampa Bay Water  
Florida Association of Code Enforcement  
Miller Sellen Conner and Walsh, Civil Engineering Firm  
Monroe County Attorney  
City of Coral Gables  
Town of Ponce Inlet  
Town of Indian River Shores  
Palm Beach Clerk of Courts  
City of Oak Hill  
City of Greensboro  
Town of Haverhill  
Town of Southwest Ranches  
City of Palm Bay  
City of Ocala  
DRMP, Engineering Firm  
City of Venice  
Florida Tax Collector Association  
Collier County School Board  
Hillsborough County Tax Collector  
Seminole County Board of County Commissioners  
City of Titusville  
City of Palm Beach Gardens

Citrus County Tax Collector  
City of Altamonte Springs  
Florida Department of Revenue  
St. Lucie County Growth Management  
Citrus County Property Appraiser  
Florida Fire Chief's Association  
Milton Construction Associates, Inc.  
Alachua County Administrative Services  
Palm Beach Tax Collector

3-11-99 to 5-31-2004 (62 MO)

**SELF EMPLOYED.**

Independent Consultant, Information Management Analysis, Design, Planning and Training. Offer a nearly unlimited range of Information Management consulting services. Specialize in Florida Public Records; yet continue to service the Private Sector as well. Provide Lecture Series to State University System covering a wide range of Records Management and Public Record Law Issues.

1-1-98 to 3-10-99 (14.5 MO)

**VICE - PRESIDENT - GOVERNMENT SECTOR. LASON, Inc.**

Responsibilities same as below, acquired by LASON from FDB, Inc. with purchase.

4-1-91 to 12-31-97 (81 MO)

**VICE PRESIDENT - GOVERNMENT SECTOR. Florida Data Bank, Inc.** Primary responsibilities include: provide a wide range of consulting services to include but not limited to writing Records Management Plans, writing procedures, writing records retention schedules, and writing vital records protection plans; identify records for destruction, manage Government accounts; develop new services and accounts; and maintain expertise in Florida Public Records Law and Florida Department of State requirements. Instruct classes for the Florida Institute of Government at Colleges and Universities throughout Florida in Public Records Law and Management.

2-15-91 to 3-30-91 (1.5 MO)

**Planner IV.** Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs. Primary responsibilities included: management of public records relative to local comprehensive plan process.

5-31-89 to 2-14-91 (20.5 MO)

**Records and Information Management Program Manager.** Management Information, General Services, Administrative Services, Florida Department of Health and Rehabilitative Services. Primary duties included: management of two million cubic feet of records statewide; supervise the programs of 12 district records managers; review pending legislation; and design and implement new records systems. Monitor each district on site, one week each year.

10-25-88 to 5-30-89 (7 MO)

**Planner II.** Bureau of Local Planning, Division of Resource Planning and Management, Florida Department of Community Affairs. Primary responsibility: design and implement records system to manage public records relative to local comprehensive plan process, Rule 9J-5, F.A.C.

1-23-84 to 10-24-88 (57 MO)

**Management Analyst II.** Bureau of Archives and Records Management, Division of Library and Information Services, Florida Department of State. Primary duties included: conduct regional seminars on Public Record Laws; provide consulting services to state and local governments; review pending legislation; design records systems; draft standards and procedures and general records schedules.

9-27-85 to 12-31-85 (3 MO)

**Information Management Consultant.** Florida Police Benevolent Association, Inc. Duty: design system and forms to manage *request for service* functions.

9-14-81 to 1-22-84 (28 MO)

**Records Management Analyst I.** Bureau of Records and Information Management, Division of Archives, History and Records Management, Florida Department of State. Duties very similar to Management Analyst II described above, yet on a smaller scale.



9-4-79 to 9-13-81 (24 MO)

**Salvage and Exploration Field Supervisor.** Bureau of Historic Sites and Properties, Division of Archives, History and Records Management, Florida Department of State. Primary duties included: supervise nine employees employed in underwater salvage of antiquities; act as Records Custodian; coordinate record disposition with Bureau of Records and Information Management.

12-78 to 9-79

**Self employed** while traveling on personal sailboat.

6-69 to 11-78 (61 MO *Total*)

**Various positions throughout State government**, primarily with the Department of State, all records related. Duties included entry-level micrographic position; records storage and retrieval functions; and various administrative positions related to records management.

**Three months beginning April 1976**, traveled from Tallahassee, Florida to San Diego, California by bicycle for fun.

**Professional Association Positions:**

Tallahassee Association of Records Managers and Administrators (ARMA)

Board of Directors, 3-83 to 10-85,

Tallahassee ARMA 1984 Chapter Member of the Year.

Tallahassee ARMA President, two terms, 10-1-85 to 7-1-88, and

Tallahassee ARMA Chairman of the Board, 7-1-88 to 7-1-89.

**Memberships:**

Husband

King's Baptist Church, Adult Sunday School Teacher, Bible Study Teacher, Finance Committee Chair, Revival Committee, Stewardship Council, Pastor Search Committee

The Gideons International, President Indian River Camp

**Presentations:**

Over 4,000 hours of public speaking, to include hundreds of records management lectures to a wide range of audiences - at regional conferences like the South Atlantic Archives and Records Conference, Florida Records Management Association and the National Association of Government Archives and Records Administrators; to special training functions like the Florida Association of Code Enforcement Officers, Florida Tax Collector and Property Appraiser Conferences, Government Career Development Institutes for Florida Municipal Clerks and the Florida Clerk of the Courts Association. Regularly conduct a two day Certificate Program on Public Records Law and Public Records Management for the University System at FSU, UCF, FAU, FIU and Palm Beach Community College. Conducted a 32-hour lecture for newly elected Clerks of the Court under contract with FSU, together with a Digest.

**Publications:**

Digest, Records Management for Florida Clerk's of the Court, Published by Florida State University.

Regular monthly columnist, during 2003 for *Records Management Technology* (RMT) an Industry Magazine.

Draft Florida Statutes

Draft Florida Administrative Codes

General Records Schedules for the Florida Department of State.