



FLORIDA DEPARTMENT *of* STATE
DIVISION *of* LIBRARY *and*
INFORMATION SERVICES

Legislative Records:
Guide to Preparation and Transfer

Prepared by the staff of the:

State Archives of Florida
500 South Bronough Street
Tallahassee, Florida 32399-0250
850.245.6700

2017

Table of Contents

Introduction	1
About the State Archives of Florida.....	1
About the State Records Center	1
Records Eligible for Transfer to the State Archives of Florida.....	2
House of Representatives: Preparing and Transferring Records to the State Archives	3
Senate: Preparing and Transferring Records to the State Archives.....	8
Accessing Legislative Records Transferred to the State Archives.....	12
Records Eligible for Storage in the State Records Center.....	13
Preparing and Transferring Records for State Records Center Storage	14
Retrieving Records From the State Records Center.....	15
Appendix A Container List Examples.....	16
Appendix B Preparing Legacy Paper Records for Transfer	19
Appendix C Preparing Legacy Audio Records for Transfer	22
Appendix D Contact Information.....	24

Introduction

The purpose of this publication is to help you identify legislative records that are eligible for transfer to the State Archives of Florida or storage in the State Records Center.

You will find a list of permanent records eligible for transfer to the State Archives of Florida and related transfer procedures on Page 2 of this guide. You will find a list of nonpermanent records eligible for storage in the State Records Center and related transfer procedures on Page 12. Appendices provide sample transfer forms, examples for preparing contents lists, and procedures for preparing legacy records.

The Legislature bases its retention schedules on guidelines found in the General Records Schedule GS1-SL for State and Local Government Agencies. The GS1-SL can be found on the Division of Library and Information Services' Records Management website at info.florida.gov/RecordsManagers, and individual records retention schedules for legislative records can be obtained through the Division's Bureau of Archives and Records Management.

About the State Archives of Florida

The State Archives of Florida, located in the R.A. Gray Building in Tallahassee, is the central repository for state government records of permanent historical value. The State Archives collects, preserves and makes available for research records of the state, as well as private manuscripts, local government records, photographs and other materials that complement the official state records.

When records are transferred to the State Archives, legal custody is also transferred. Thus, the records become a permanent part of the collections of the State Archives and may be accessed on-site at the research facility. Copies are available on-site or by telephone, mail or email.

About the State Records Center

The Edward N. Johnson Records and Information Center is home to the State Records Center, a state-of-the-art facility with a storage capacity of 245,000 cubic feet. The primary function of the State Records Center is to serve agency needs for inactive records maintenance and security. The Records Center offers state and local government agencies low-cost storage, service and disposal of inactive records, as well as storage for security microfilm and magnetic media. These services offer convenience, security, and cost avoidance for government agency records storage.

1. Records stored at the State Records Center remain in the legal custody of the transferring office and can be returned to that office upon request. The records can be delivered, or agency personnel may pick up or view the records on-site.

Records Eligible for Transfer to the State Archives of Florida

The State Archives of Florida only accepts records that are listed on approved records retention schedules with a permanent retention, or are deemed by state archives staff to have archival value or permanent historical research value. According to established records retention schedules, the following legislative records are listed as having permanent retention and are therefore eligible for transfer to the State Archives of Florida:

- **Bill Files** as kept by the committees and subcommittees. See Pages 3 and 4 for further description of bill files from the House and Pages 8 and 9 for further description of bill files from the Senate.
- **Meeting Files** as kept by the committees and subcommittees. See Page 3 for further description of meeting files from the House and Page 8 for further description of meeting files from the Senate.
- **Audio Recordings of Meetings** as kept by the committees and subcommittees. See Page 4 for further description of audio recordings from the House and Page 9 for further description of audio recordings from the Senate.
- **Floor Debate Recordings:** audiotapes containing verbatim records of all proceedings on the floor of the Senate or House.
- **Voting and Attendance Records:** all vote sheets and roll calls in committee.
- **Special, Select, Ad Hoc and Joint Committee Records:** minutes, subject files, correspondence, bill files, meeting files, meeting tapes and reports.
- **Sunset/Sundown and Interim Project Files:** materials gathered by staff in evaluating agencies and programs for required review. They may also consist of materials gathered in an interim research project on issues under legislative review.
- **Legislative Budget Requests:** proposed state agency budgets submitted to the Legislature.
- **Public Service Commission Nominating Council Records:** includes (but is not limited to) minutes, applications, agendas, correspondence and meeting tapes.

If you have records that are not scheduled as permanent but you believe have long-term historical research value, contact State Archives staff for an archival appraisal to determine if the records should be transferred to the Archives.

House of Representatives: Preparing and Transferring Records to the State Archives

After session ends, legislative records can be transferred to the State Archives for permanent preservation. The following incorporates policies and procedures from both the State Archives and the House of Representatives. These procedures apply to current legislative records. In the event that legacy records are found (meeting and bill files on paper; meeting audio on cassette tapes), refer to Appendix B and Appendix C for guidance.

1. Description of Records Included in the Majority of Transfers:

Committee Meeting Files

The meeting file consists of all materials distributed and/or covered during the committee meeting, which should all be marked with who provided them:

- A copy of the finalized meeting notice
- The committee administrative assistant's hand-written minutes/chronology of the meeting
- A copy of the committee report (meeting summary, attendance, and vote sheets with appearances)
- The bill action worksheets, including the bill information, amendment(s), committee action taken (adopted, failed, withdrawn, etc.), and the action date
- A copy of each bill listed on the meeting notice, with the bill analysis for each
- A copy of each completed committee appearance record (placed behind the appropriate bill)
- A copy of any excused absence letters from members
- Any letters from members requesting the sponsor's aide to present bill(s)
- A copy of any written notice of ex-officio member by speaker
- Any additional correspondence

Committee Bill Files

The bill file contains the committee's material for that particular bill:

- Copy of the bill history (bill navigator)
- Copy of vote sheet
- Each version of the bill and analysis as it went through the committee (from this committee only, not every committee substitute version for the bill)
- Copies of all the amendments heard on the bill, marked with the meeting's vote tally
- Copy of the bill drafting approval form (signed off on by the analyst or staff director, and usually attached to the draft as returned) for all versions that drafting created
- All other correspondence relating to the bill (ex: sponsor's request to have bill heard)
- Any other information from the bill file that the analyst(s) think is pertinent to the bill for the public
- Optional: enrolled bill

- Any information, forms, letters, etc., required in the rules for the current biennium

Committee Audio Recordings of Meetings

The committee audio recordings include:

- Digital recordings of full and subcommittee hearings
- Discussion on bills and issues brought before committees

2. Basic Format Information:

Place all bill files, meeting files and audio files for a single committee or a single subcommittee on one DVD.

Create two additional copies of each DVD.

3. File Layout on Discs:

The following screenshots are taken from a recent House transfer. Please see the appropriate employee within the House of Representatives for specifics on burning the records to discs.

File Layout, First Level:

 Finance - Tax Committee	3/16/2016 5:14 PM	File folder
---	-------------------	-------------

File Layout, Second Level:

 Bill Archives	9/16/2016 3:36 PM	File folder
 Meeting Archives	9/20/2016 12:39 PM	File folder
 Podcasts	8/16/2016 11:18 AM	File folder

File Layout, Bill Archives:

 0037 HB 37	9/12/2016 3:34 PM	File folder
 0113 HB 113	9/12/2016 3:34 PM	File folder
 0115 HB 115	9/12/2016 3:34 PM	File folder
 0159 HB 159	9/12/2016 3:34 PM	File folder
 0193 HJR 193	9/12/2016 3:34 PM	File folder
 0195 HB 195	9/12/2016 3:34 PM	File folder
 0215 HB 215	9/12/2016 3:34 PM	File folder
 0219 HB 219	9/12/2016 3:34 PM	File folder
 0247 HB 247	9/12/2016 3:34 PM	File folder
 0275 HJR 275	9/12/2016 3:33 PM	File folder
 0277 HB 277	9/12/2016 3:33 PM	File folder
 0301 HB 301	9/12/2016 3:33 PM	File folder
 0347 HB 347	9/12/2016 3:33 PM	File folder
 0467 CS-HB 467	9/12/2016 3:33 PM	File folder
 0491 CS-HB 491	9/12/2016 3:33 PM	File folder
 0499 HB 499	9/12/2016 3:33 PM	File folder
 0501 HB 501	9/12/2016 3:32 PM	File folder
 0515 HB 515	9/12/2016 3:32 PM	File folder
 0551 HB 551	9/12/2016 3:32 PM	File folder
 0565 HB 565	9/12/2016 3:32 PM	File folder

File Layout, Meeting Archives:

 2015-09-18 12-30	9/20/2016 12:39 PM	File folder
 2015-10-07 15-30	9/8/2016 12:28 PM	File folder
 2015-10-21 12-30	8/16/2016 10:50 AM	File folder
 2015-11-05 14-00	9/8/2016 12:50 PM	File folder
 2015-11-19 13-00	9/8/2016 2:00 PM	File folder
 2015-12-01 12-00	9/8/2016 2:14 PM	File folder
 2016-01-14 13-00	9/8/2016 2:29 PM	File folder
 2016-01-21 15-00	9/8/2016 2:44 PM	File folder
 2016-01-27 12-00	9/8/2016 2:57 PM	File folder
 2016-02-03 11-30	9/8/2016 3:09 PM	File folder

File Layout, Podcasts:

 Finance & Tax Committee_2015-10-07 15...	9/8/2016 4:22 PM	MP3 File	81,730 KB
 Finance & Tax Committee_2015-11-05 14...	9/8/2016 4:21 PM	MP3 File	119,880 KB
 Finance & Tax Committee_2015-11-19 13...	9/8/2016 4:20 PM	MP3 File	88,250 KB
 Finance & Tax Committee_2015-12-01 12...	9/8/2016 4:19 PM	MP3 File	160,844 KB
 Finance & Tax Committee_2016-01-14 13...	9/8/2016 4:17 PM	MP3 File	41,766 KB
 Finance & Tax Committee_2016-01-21 15...	9/21/2016 3:05 PM	MP3 File	13,100 KB
 Finance & Tax Committee_2016-01-27 12...	9/21/2016 3:04 PM	MP3 File	169,212 KB

4. Labeling Discs:

Methods of labeling:

- When possible, we prefer and recommend labels printed directly on DVDs, using labeling software and a printer with disc printing functionality. Many available software choices are discussed in this 2017 review at <http://label-making-software-review.toptenreviews.com/>.
- Handwritten labels are acceptable. If handwriting, use a Sharpie brand marker.
- We do not recommend using stick-on labels for archival DVDs. This is not good archival practice because, however reliable the adhesive, eventually the label can loosen. Once a label is lost, so is the identifying information for that item. A peeling label can also damage a disk drive.

Information to include on the physical disc label:

- House of Representatives
- Committee OR Subcommittee name
- Bill Files, Meeting Files AND/OR Audio Files
- File formats (mp3/PDF)
- Session year
- Inclusive dates for meeting files and audio files

5. Disc and Case Selection:

Discs:

The State Archives recommends using a standard leading disc brand rather than a discount brand. Suggested discs:

- Memorex DVD plus R 16x 4.7GB
- TDK DVD-R 4.7GB, 16x

Cases:

The State Archives recommends using a standard leading jewel case brand rather than a discount brand. We prefer the slim size, though we will accept the larger version if slim cannot be obtained.

6. Required Paperwork, Container List:

A container list should accompany each disc transfer. See Appendix A, Example 1 for a container list example. See your committee's specific in-house container list procedures for further guidance.

7. Required Paperwork, Transmittal:

The Transmittal/Receipt Transfer of Public Records to the Florida State Archives form is available on the State Archives of Florida website at dos.myflorida.com/library-archives/records-management/forms-and-publications/. Please have the original signed transmittal completed and filed alongside the discs and container lists at time of pickup.

These transmittal fields may require more explanation:

- Record Group and Series Number (field 1):
 - Record Group 920 Series 19: House committee bill files and meeting files
 - Record Group 920 Series 414: House committee audio recordings
 - Record Group 920 Series 38: House floor debates
 - Note: Submit a separate transmittal for each series of records transferred.
- Records Series (field 8) and Schedule and Item Number (field 9):
 - If field 8 is House Bill Files, field 9 is Schedule 9; Item 1
 - If field 8 is House Meeting Files, field 9 is Schedule 9; Item 2
 - If field 8 is House Audio Recordings, field 9 is Schedule 9; Item 5
- Description (field 10):
 - Bill files: Include the full range of bills listed in the description, including any PCBs, in the description for bill files.
 - Example: Proposed Committee Bill 3 – Proposed Committee Bill 15 and House Bill 1 – House Bill 200
 - Meeting or audio files: include the date ranges of meetings in the description for meeting files.
 - Example: 10/01/2013 – 04/30/2014

8. Transferring Records:

If size permits, sent via interoffice mail to the primary contacts listed in Appendix D. If there are too many discs for interoffice mail, schedule a physical pickup with the primary contacts listed in Appendix D.

9. Signed Transmittal Return:

Once the Division Director and State Archivist sign the transmittal and the records are processed, an archivist will email a scanned copy of the transmittal(s) to the Assistant Clerk, Kerry Rivers Laird, and to the Committee Administrative Assistant listed in field 6 of the transmittal.

Senate:

Preparing and Transferring Records to the State Archives

After session ends, legislative records can be transferred to the State Archives for permanent preservation. The following incorporates policies and procedures from both the State Archives and the Senate. These procedures apply to current legislative records. In the event that legacy records are found (meeting and bill files on paper; meeting audio on cassette tapes), refer to Appendix B and Appendix C for guidance.

1. Description of Records Included in the Majority of Transfers:

Committee Meeting Files

The meeting file consists of all materials distributed and/or covered during the committee meeting, which should all be marked with who provided them:

- A copy of the finalized meeting notice
- The committee administrative assistant's hand-written minutes/chronology of the meeting
- A copy of the committee report (meeting summary, attendance, and vote sheets with appearances)
- The bill action worksheets, including the bill information, amendment(s), committee action taken (adopted, failed, withdrawn, etc.), and the action date
- A copy of each bill listed on the meeting notice, with the bill analysis for each
- A copy of each completed committee appearance record (placed behind the appropriate bill)
- A copy of any excused absence letters from members
- Any letters from members requesting the sponsor's aide to present bill(s)
- Any additional correspondence

Committee Bill Files

The bill file contains material for that particular bill:

- Copy of the bill history (bill navigator)
- Copy of vote sheet
- Each version of the bill and analysis as it went through the committee (from this committee only, not every CS version for that bill)
- Copies of all the amendments heard on the bill, marked with the meeting's vote tally
- Copy of the bill drafting approval form (signed off on by the analyst or staff director, and usually attached to the returned draft) for all versions that drafting created
- All other correspondence relating to the bill (ex: sponsor's request to have bill heard)
- Any other information from the bill file that the analyst(s) think is pertinent to the bill for the public
- Optional: enrolled bill
- Any information, forms, letters, etc., required in the rules for the current biennium

Committee Audio Recordings of Meetings

The committee audio recordings include:

- Digital recordings of full and subcommittee hearings
- Discussion on bills and issues brought before committees

2. Basic Format Information:

Place all bill files and meeting files for all committees and subcommittees for the entire session on one DVD.

Place all audio files for a single committee or subcommittee on one DVD.

Create two additional copies of each DVD.

3. File Layout on Discs:

The following screenshots are taken from a recent Senate transfer. Please see the appropriate employee within the Senate for specifics on burning the records to discs.

File Layout, First Level:

 2014	9/30/2015 8:31 AM	File folder
 2014 Org	9/30/2015 8:31 AM	File folder
 2014A	9/30/2015 8:31 AM	File folder

File Layout, Second Level:

 Bills	9/30/2015 8:31 AM	File folder
 Calendars	9/30/2015 8:31 AM	File folder
 Committees	9/30/2015 8:31 AM	File folder
 Journals	9/30/2015 8:31 AM	File folder

4. Labeling Discs:

Labeling methods:

- When possible, we prefer and recommend labels printed directly on DVDs, using labeling software and a printer with disc printing functionality. Many available software choices are discussed in this 2017 review at <http://label-making-software-review.toptenreviews.com/>.
- Handwritten labels are acceptable. If handwriting, use a Sharpie brand marker.
- We do not recommend using stick-on labels for archival DVDs. This is not good archival practice because, however reliable the adhesive, eventually the label can loosen. Once a label is lost, so is the identifying information for that item. A peeling label can also damage a disk drive.

Information to include on the physical disc label:

For bill and meeting files:

- Senate
- Bill Files/Meeting Files
- Sessions included

- Example: 2014 Regular, 2014 A, 2014 Organizational Sessions

For audio files:

- Senate
- Committee OR Subcommittee name
- Sessions included
 - Example: 2014 Regular, 2014 A, 2014 Organizational Sessions
- Inclusive dates for audio files
- File formats

5. Disc and Case Selection:

Discs:

The State Archives recommends using a standard leading disc brand rather than a discount brand. Suggested discs:

- Memorex DVD plus R 16x 4.7GB
- TDK DVD-R 4.7GB, 16x

Cases:

The State Archives recommends using a standard leading jewel case brand rather than a discount brand. We prefer the slim size, though we will accept the larger version if slim cannot be obtained.

6. Required Paperwork, Container List:

A container list should accompany each podcast disc transfer. See Appendix A, Example 3 for a container list example. See your committee's specific in-house container list procedures for further guidance.

7. Required Paperwork, Transmittal:

The Transmittal/Receipt Transfer of Public Records to Archives form is available on the State Archives of Florida website at dos.myflorida.com/library-archives/records-management/forms-and-publications/. Please have the original signed transmittal completed and filed alongside the discs and container listings at time of pickup.

These transmittal fields may require more explanation:

- Record Group and Series Number (field 1):
 - Record Group 900 Series 18: Senate committee bill files and meeting files
 - Record Group 900 Series 625: Senate committee audio recordings
 - Record Group 900 Series 1238: Senate floor debates

Note: Submit a separate transmittal for each series of records transferred.

- Records Series (field 8) and Schedule and Item Number (field 9):
 - If field 8 is Senate Bill Files, field 9 is Schedule 2; Item 1
 - If field 8 is Senate Meeting Files, field 9 is Schedule 2; Item 2
 - If field 8 is Senate Audio Recordings, field 9 is Schedule 5

- Description (field 10):
 - Bill files: Include the full range of bills listed in the description, including any PCBs, in the description for bill files.
 - Example: Proposed Committee Bill 3 – Proposed Committee Bill 15 and Senate Bill 1 – Senate Bill 200
 - Meeting or audio files: Include the date ranges of meetings in the description for meeting files.
 - Example: 10/01/2013 – 04/30/2014

8. Transferring the Records:

If size permits, sent via interoffice mail to the primary contacts listed in Appendix D. If there are too many discs for interoffice mail, schedule a physical pickup with the primary contacts listed in Appendix D.

9. Signed Transmittal Return:

Once the Division Director and State Archivist sign the transmittal and the records are processed, an archivist will email a scanned copy of the transmittal(s) to the contact person listed in field 6.

Accessing Legislative Records Transferred to the State Archives

Records that are transferred to the State Archives are available to legislative staff and the public for research. When records are transferred to the State Archives, legal custody is also transferred. The records become a part of the State Archives' permanent collection and cannot be removed from the facility. However, the State Archives can make photocopies of documents and duplicates of legislative audio hearings.

To research at the State Archives, contact the State Archives Reference staff via telephone, mail, email, or on-site visit to the R.A. Gray Building. Normal hours of operation are Monday through Friday from 9 a.m. to 4:30 p.m.

All visitors are required to register and follow all State Archives rules and regulations.

Telephone requests are handled in the order that they are received and can normally be completed within 24 hours.

Large requests, especially with multiple audio duplications, generally require more than 24 hours to complete.

Copies can be picked up in person or can be sent via interoffice mail. Digital scans are also available.

Please note that microfilmed staff analyses for bills that were passed between 1988 and 1997 are available in the Capitol Branch, Room 701, The Capitol. The analyses are arranged by law number.

The State Archives of Florida is located on the second floor of the R.A. Gray Building at:

500 South Bronough Street
Tallahassee, Florida 32399

Contact the Reference desk at 850.245.6719 or via email at archives@dos.myflorida.com.

Records Eligible for Storage in the State Records Center

The State Records Center offers low-cost storage, service and disposal of inactive records for state agencies. According to established records retention schedules, the following are examples of **nonpermanent legislative records** that are eligible for storage in the State Records Center:

- **Senate and House Bills**
Bills introduced in the Senate or House.
- **House Bill Drafting Case Files**
Correspondence, initial requests for proposed bills, drafts and final copies, and information used in drafting bills.
- **House Speaker Reference Files**
Speaker's Office reports and correspondence used as reference materials.
- **House Clerk's Subject Files**
Correspondence and reports filed with the Clerk.
- **Correspondence and Memoranda (Administrative)**
Duplicate correspondence and general memoranda associated with administrative practices or routine office activities/issues, but that do not set policy or procedure, document business, or act as a receipt.
- **Appointment and Confirmation Records**
Supporting documents for state office appointees. Includes letters of recommendation, executive appointment questionnaires, Florida Department of Law Enforcement (FDLE) background checks or investigative documents, and certificates of confirmation.
- **Senate Travel Reports**
Reports of out-of-state conventions, conferences and meetings for state officers and employees. Records document travel date, location, convention name, convention purpose, name and position of attendee(s), total attendees and public funds spent.
- **Lobbyist Registration and Expenditure Reports**
Registration forms for legislative and executive branch lobbyists, and statements of expenditures.
- **Other Nonpermanent Public Records**
Created by legislative committees or District Offices.
- **Records Scheduled as Permanent but Not Historically Significant**

Preparing and Transferring Records for State Records Center Storage

To prepare records and to request a pickup:

- Follow the steps for preparing records described in the *State Records Center Handbook*, dos.myflorida.com/media/31104/staterecordscenterhandbook.pdf, under Services for Paper Records, Services for Microfilm, or Services for Electronic Records. (Choose the section appropriate for the type of records you are preparing for storage.)
- Schedule the physical transfer by either reaching out to one of the primary contacts (see Appendix D: Contact Information) or by accessing your Total Recall account to schedule a pickup independently. Consult the *State Records Center Handbook* if questions arise while scheduling with Total Recall.

Retrieving Records From the State Records Center

Records stored at the State Records Center remain property of the committee or office of origin, and therefore can be returned to the original office by request.

To retrieve legislative records stored at the State Records Center, reach out to one of the primary contacts (see Appendix D: Contact Information) or access your Total Recall account to schedule a reference retrieval independently.

Requests received by 3 p.m. will be delivered by noon on the next business day.

The State Records Center is located at:

4319 Shelfer Road
Tallahassee, Florida 32305

Research is by appointment only. Contact the State Records Center at 850.245.6750, Option 1.

Appendix A

Container List Examples

Example 1: House of Representatives Container List

The Florida House
ARCHIVE FILES
for Bureau of Archives & Records Management

SERIES _____ **BOX NUMBER** _____
PAGE _____ **OF** _____ **FOR BOX** _____
BOX _____ **OF** _____
LOCATION _____

Committee Name: Criminal Justice Appropriations

Type of Records (Bill Files, Meeting Files, Meeting Podcasts): Meeting Files

Session: 10/07/1999 – 01/20/2000

10/07/1999
11/04/1999
11/16/1999 (File Folder 1 of 2)
11/16/1999 (File Folder 2 of 2)
11/17/1999
12/09/1999
01/20/2000

Example 2: Senate Container List, Legacy Bill and Meeting Files

The Florida Senate
ARCHIVE FILES
for Bureau of Archives & Records Management

SERIES _____ **BOX NUMBER** _____

PAGE _____ **OF** _____ **FOR BOX** _____

BOX _____ **OF** _____

LOCATION _____

Committee: Health Policy Committee

Type of Records (Bill Files, Meeting Files, Meeting Podcasts): Bill Files

Session: 2002

SB 2456
SB 2598
SB 2610
SB 2618
SB 2630
SB 2642
SB 2646
SB 2652
SB 2654
SB 2684
SB 2724
SB 2756
SB 2760
SB 2782
SB 2866

Example 3: Senate Container List, Podcasts

The Florida Senate
ARCHIVE FILES
for Bureau of Archives & Records Management

SERIES _____ **BOX NUMBER** _____
PAGE _____ **OF** _____ **FOR BOX** _____
BOX _____ **OF** _____
LOCATION _____

Committee Name: Banking

Type of Records (Bill Files, Meeting Files, Meeting Podcasts): Podcasts

Session(s): 2013 – 2014

12/05/2012
01/16/2013
01/23/2013
02/06/2013
02/21/2013
03/07/2013
03/14/2013
03/20/2013
04/02/2013
04/09/2013
04/16/2013
09/24/2013
11/05/2013
01/08/2014
01/14/2014
02/04/2014
02/18/2014
03/05/2014

Appendix B

Preparing Legacy Paper Records for Transfer

The originating office is responsible for correctly preparing paper records and audio recordings for transfer to the State Archives or storage at the State Records Center. The steps for preparing legislative records for transfer are:

1. Identify Records for Transfer

For a list of records with permanent value that are eligible for transfer to the State Archives of Florida, please see Page 2 of this manual. See Page 13 of this manual for a list of nonpermanent records that should be sent to the State Records Center. Please contact the State Archives of Florida prior to transfer for any records not listed, including records that are not scheduled as permanent but you believe have long-term historical research value.

2. Obtain Appropriate Boxes for Transfer

Depending on the records' final destination, there are specific carton options for each facility. Banker boxes are not accepted at either facility. It is important to obtain the appropriate boxes when preparing records.

State Archives records should be boxed in approved acid-free cartons. Please note that the carton used to transfer records to the State Archives has a separate box top.

Use standard records storage boxes for items sent to the State Records Center. These cartons have flaps that fold over alternately to make the top.

For supplies, contact your Sergeant at Arms' office. Joint committees should contact the Office of Legislative Services for boxes. One box equals one cubic foot. To calculate the number of boxes needed, use the following measures:

- 1 letter-size file drawer = 1.5 cubic feet
- 1 legal-size file drawer = 2.0 cubic feet
- 1 lateral-size file drawer = 2.5 cubic feet

3. Prepare File Folders

All documents must remain in original file folders. Place loose papers in a file folder to prevent misplacement or loss of records. Remove the following inappropriate items from file folders:

- Duplicate copies of any material. Include only one of each document, preferably the original, in each file. However, annotated copies should not be removed from the files; remove exact duplicates only.
- Audit reports – forward any audit reports found to the Auditor General's Office.
- Session law service and computerized bill histories – discard duplicates.
- Pendaflex pockets and Duo-Tang folders – replace anything other than regular manila folders.
- Rubber bands and paper clips – both items deteriorate and will damage the documents over time. **PLEASE REMOVE THESE ITEMS!**
- Convenience copies of reports, publications or memos which your office did not originate.

- Materials with no informational value, such as envelopes, routing slips or illegible notes.

4. Prepare Labels

When labeling file folders, handwrite the information directly on the folder tab. Label each file folder with the following information:

- Type of record (bill file, meeting file, etc.)
- For bill file, include bill number
- For meeting file, include meeting date

5. Prepare Boxes

Please use the following guidelines when packing boxes for transfer:

- Maintain the original filing arrangement of the records (e.g., alphabetic, chronological or numeric).
- Keep the records in their original file folders (except for Pendaflex or Duo-Tang folders). Use the proper size folder. Pack letter-sized files facing the short side of the box and legal-sized files facing the long side of the box. If packing mixed folder sizes in the same box, please accommodate both by using the long side of the box. Fill boxes from the front to the back.
- Pack the boxes reasonably full. Do not over pack or under pack. Leave enough space to easily retrieve or insert a file. Boxes packed too full can damage documents and are difficult to lift. Boxes packed too loosely can result in sagging files that permanently curl records.
- Generally, only one record type per box is ideal. However, with small record types, more than one record type or year may be placed in the box (e.g., meeting and bill files; 1998 and 1999). Please be sure to list each record type on the box contents list.

6. Prepare Box Contents List

Contents lists are essential because they identify the files located in each box and are used as a reference tool to provide access to the material. Therefore, they must accurately reflect the files in the exact order that they are found in the box.

When a bill file or meeting file requires more than one file folder, label the folders sequentially (e.g., “Folder 1 of 2,” “Folder 2 of 2”). Please be sure that the contents list matches the box contents. If a file is removed, delete it from the list. If a file is added, please add it to the list.

Please include the following when creating contents lists:

- Chamber name
- Name of committee/office
- Subcommittee name (if applicable)
- Type of record (e.g., bill files, meeting files, voting and attendance records)
- Inclusive dates (e.g., 1995; 1995-1997)
- A detailed list of the files contained in each box

Prior to calling the State Archives of Florida to schedule a box pickup, check to make sure that a list has been created for each box.

8. Label and Number Boxes for Transfer

The final step in preparing paper records for transfer is labeling the boxes.

For boxes being transferred to the State Archives, please label the long side of the box in black marker, with the following information:

- Chamber name
- Committee name
- Subcommittee name (if applicable)
- Type of record
- Inclusive dates
- Sequential number of each box (e.g., “1 of 5,” “2 of 5,” “3 of 5”)

State Archives staff will prepare a typewritten label following transfer of the records.

Appendix C

Preparing Legacy Audio Records for Transfer

Current legislative committee hearings and floor debates are recorded on compact discs. However, older recordings on cassette tapes are still eligible for transfer. For hearings or debates found on cassette tapes, please contact the State Archives of Florida for transfer protocol.

Follow these steps to prepare audio records for transfer:

1. Request Legislative Audio Recording Supplies

Slim, hard jewel cases provide better protection for compact discs, so use them whenever possible. Contact the staff of the Office of the Sergeant at Arms or the Office of Legislative Services for archival quality boxes for disc storage.

2. Label Legislative Audio Recordings and Their Boxes

For compact discs and their boxes:

- Use the appropriate software to label compact discs. If software is not available, type or clearly print the information. Please include:
 - Chamber name
 - Subcommittee name (if applicable)
 - Inclusive dates
- Label each compact disc box with the same information, plus the number of compact discs included inside. You may use a computer-generated label or print the information clearly on the box.

For cassette tapes and their boxes:

- Use the prepackaged labels for sides A and B, and the enclosed jacket for the tape case. Type or clearly print:
 - Chamber name
 - Committee name
 - Subcommittee name (if applicable)
 - Date
 - Tape number (e.g., “Tape 1 of 3”)
- Label the cassette tape box in the space for contents with the following information:
 - Chamber name
 - Committee name
 - Subcommittee name (if applicable)
 - Inclusive dates for tapes (e.g., 2/3/97- 4/8/97)
 - Box number (e.g., “1 of 5”)

Always include the list of bills or topics discussed.

3. Package Legislative Audio Recordings

Arrange audio recordings in chronological order in their boxes.

For cassette tapes, first place all full committee recordings in chronological order. After the full committee recordings, add all subcommittee recordings, if any. Please do not interfile full committee and subcommittee tapes.

Please use the following guidelines for arranging legislative compact discs and cassette tapes:

- When placing compact discs in their box, arrange them in chronological order beginning with the earliest date, from the front of the box to the back. You may include more than one year if space is available.
- Each box holds a total of 24 cassette tapes. In some instances, one or two more tapes may fit easily. Do not force tapes in the box or remove dividers to insert extra tapes. To pack cassette tapes:
 - Turn the box so that it opens like a book.
 - Starting at the upper left-hand side of the box, place 12 tapes in chronological order beginning with the earliest date.
 - Start again at the upper right-hand side and repeat the process.
 - You may include more than one year if space is available.

4. Prepare Box Contents List for Legislative Audio Recordings

Create a contents list describing each compact disc or cassette tape placed in a box. Complete the form with the following information:

- Chamber name
- Committee name
- Subcommittee name (if applicable)
- Inclusive dates

5. Transfer Legislative Audio Recordings with Paper Records

When preparation for compact discs and/or cassette tapes is complete, transfer them to the State Archives along with the paper records.

Appendix D Contact Information

Primary Contacts:

Bethanie Telesz
State Archives of Florida
MAIL STATION 9-E
R. A. Gray Building
500 South Bronough Street
Bethanie.Telesz@dos.myflorida.com
850.245.6731

Tyler McLean
Tyler.McLean@dos.myflorida.com
850.245.6778

State Archives of Florida Reference Desk:

850.245.6719

State Records Center:

850.245.6750, Option 1

For Supplies:

Senate Office of the Sergeant at Arms.....	850.487.5224
House Office of the Sergeant at Arms.....	850.717.5700
Office of Legislative Services, General Services	850.921.4032