STATE ARCHIVES OF FLORIDA

Capital Postconviction Records Repository

SHIPPING RECORDS TO THE STATE ARCHIVES OF FLORIDA

Preparing the Records

- Place copies of records in file folders labeled clearly in the same manner as the original file folders in your agency. Keep all files in the same order that your agency kept them filed.

- Label duplicate audio and videotapes in the same manner as the original tapes were labeled. Remove recording tabs from the original to prevent erasure of the original when duplicating. Remove recording tabs from the duplicate(s) once completed.

- **DO NOT** send physical evidence. Physical evidence is not considered public records under Florida Statutes and will not be accepted by the State Archives of Florida.

Packing the Records

- Pack records in **standard records storage cartons** with inside measurements of 10 inches high by 12 inches wide by 15 inches long. These boxes will hold one (1) cubic foot of records in either legal size or letter size file folders. If the amount of records being sent is less than one half of a box, the records may be sent in sturdy mailing envelopes.

- Boxes can be ordered from:

  PRIDE of Florida
  Marion Correctional Institution
  PRIDE Box Factory
  P.O. Box 36
  Lowell, FL 32663
  352.620.3751/3618

  Boxes with separate tops:
  Item No. 6116-10486 Legal Storage Bottom
  Item No. 6116-10496 Legal/Letter Top

Cartons with folded tops:

Item No. 6116-10434 Die Cut Carton-Stitch Joint-Regular Slotted Cartons

Please contact PRIDE for prices and ordering information.

- Pack all files standing upright. Do not over-pack the boxes. Please leave a small amount of room in each box to facilitate retrieving and re-filing of the records.

- Complete and sign a **Transmittal/Receipt: Transfer of Capital Collateral Post Conviction Records to the State Archives of Florida** form. Instructions for completing the Transmittal/Receipt are found in **Appendix 1**.

- Place the signed original **Transmittal/Receipt** in the first box or mailing envelope. E m a i l a copy of the Transmittal/Receipt to CCR@dos.fl.gov to alert us that the records will be arriving soon. Use one Transmittal/ Receipt per case; it is not necessary to use separate forms for each box or envelope relating to the same case.

- After the boxes are filled, close them carefully and seal them securely for shipment using clear plastic tape.

- On the bottom half of one end of each box or mailing envelope, type or print clearly the box (or envelope) number (if multiple boxes are being sent for a case), the name of the defendant in the case the records pertain to, and your office or agency name. Number the boxes (or envelopes) sequentially in the order the records were filed.

  Example: Box 1 of 2 - John Doe Case - Leon County Sheriff's Office

Packing Exempt or Confidential Public Records

Public records that are confidential or exempt from the disclosure requirements of Section 119.07(1), Florida Statutes must also be sent to the Repository. Current State law and Supreme Court rules place additional requirements on shipment to the Repository of these records. Please observe the following additional guidelines carefully when shipping such records to the Repository, **including autopsy records exempt per Section 406.135, F.S.**:

- Box or package exempt records separately from non-exempt records without redacting them.

- Securely seal the box(es) or package(s) containing exempt records.

- Clearly identify the records as exempt or confidential on the outside of the box or package and indicate the nature of the records and the legal basis for the exemption.

- Provide the exemption information on the **Transmittal/Receipt** form. Instructions for completing this form are found in **Appendix 1**.

- Please do not place an original Transmittal/Receipt inside a sealed box or package, as Repository staff are not authorized to open these boxes and packages and therefore will not have access to the Transmittal/Receipt form.

Shipping the Records

- When shipping the records, please select a method of shipment that requires a signature upon receipt of the records. Direct the records to:

  Capital Collateral Postconviction Records Repository
  State Archives of Florida
  R.A. Gray Building, MS 9-E
  500 South Bronough Street
  Tallahassee, FL 32399-0250

- Repository staff will review the records upon receipt and, if the records appear to be in order, accession them into the State Archives. We will then affix the appropriate signature(s) to the Transmittal/Receipt and send a copy to you and to the Attorney General's Office as verification that the Archives received your records intact and in order.