

## **ESTABLISHMENT OF A RECORDS SYSTEM FOR THE JACKSONVILLE POLICE AND FIRE PENSION FUND**

**Establishing a Records Retention Schedule for the Jacksonville Police and Fire Pension Fund will take time. This is a massive undertaking based upon the extremely overwhelming volume of records and data that has accumulated and the fact that records are filed in different locations throughout the office and not in a uniform manner.**

**The files for our individual members were updated several years ago with a new filing system which has worked well since established and is currently being maintained.**

**A different filing system for all other records/documents needs to be implemented and will require a considerable amount of time:**

- **We need to establish categories for filing documents such as Personnel files, Financial reports, Meeting Agendas, Legal files, etc., grouping them together for consistent easy access.**
- **We will confirm with General Records Schedule GS1-SL for State and Local Government Agencies what public records are to be kept for each category that pertains to us.**
- **We will verify the minimum length of time that the records must be retained. This retention applies to the agency's record (master) copy of the records, those public records specifically designated by the custodian as the official record.**
- **The retention period for duplicates – copies of records that are not the official record of any agency – is always “*Retain until obsolete, superseded, or administrative value is lost*” (“OSA”) unless otherwise specified. Therefore, we are no longer including the (“OSA”) retention statement for duplicates in each retention item.**