

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 7110
Pay Grade: D10

FLSA: Non-Exempt

RECORDS RETENTION COORDINATOR

MAJOR FUNCTION:

Coordinates and assists in the performance of clerical, technical, and physical duties in the Central Records office and off-site records storage center. Oversees state and federal-mandated activities pertaining to the retention and destruction of all official district records. Work is performed independently and reviewed through conferences and results obtained.

DUTIES AND RESPONSIBILITIES:

- Schedules and oversees day-to-day activities in Central Records office and off-site records storage center; assigns and reviews tasks.
- Trains staff in all phases of Central Records operation, to include: use and care of microfilming and indexing equipment, proofing processed microfilm, data entry and use of information system, and department processes and procedures.
- Keeps staff updated on state and federal rules and regulations regarding records retention and destruction.
- Revises and/or creates all forms used by Central Records.
- Identifies all records by destruction date for semi-annual destruction; schedules and coordinates activities for destruction date.
- Processes school system and state Bureau of Archives and Records Management (BARM) authorization for records retention schedules and destruction of public records.
- Maintains master indexing system for permanent student records information.
- Enters all catalog and location information from boxes in storage into the computer; prints document information for departments with high retrieval for faster service.
- Prepares and transfers master rolls of microfilm to state BARM for permanent storage; maintains index and location of all archived film.
- Coordinates annual pick-up of student records from all school and exceptional education centers.
- Assists with receiving, cataloging, retrieving, and shelving boxes weighing between 25 and 50 pounds in records storage center; uses forklift, pallet jack, and ladders as necessary.
- Drives van as required.
- Visits schools and departments as requested to assist with records disposition, subpoena procedures, and records storage procedures.
- Attends court for depositions as requested.
- Assists with processing requests for transcripts.
- Oversees computer security in department.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of GED. Four (4) years of experience in performing records storage and microfilm operations for a wide variety of records, including two (2) years in a lead or coordinator capacity. Possession of a valid State of Florida Class E noncommercial driver's license.

ISSUED: 12/79 SSN; FORMAT REVISED: 3/88; REVISED: 4/95 SV; BOARD APPROVED: 6/13/95; REVISED WC: 6/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Records Retention Coordinator

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy				X	
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Records Retention Coordinator - NR