



RECORDS MANAGEMENT

Records Retention

All public agencies have records retention requirements and many maintain multiple sites. A streamlined, efficient process for maintaining accurate records inventories and facilitating timely transfer and destruction of records saves staff time and money and improves customer service.

A protected database for real-time records inventories allows client information to be entered via single data entry from multiple locations for storage and disposition of records. Staff members locate records at the click of a mouse instead of sifting through stacks of paper.

The Polk County Health Department saved \$23,318 in salaries and the cost of storing records beyond their retention period. This database is readily transferable to any agency. For more information, please contact Dianne Forgey at (863) 521-2668 or email glenda_forgey@doh.state.fl.us. 2006-DOH-013

Employee Training Records

A tracking training database for employee training records and certification includes state and federal requirements. In-house development of this database, which can be adapted and implemented by other state agencies, saved approximately \$35,000 plus \$41,000 in recurring costs. For more information, please contact Rick Akin at (850) 488-1133 or email rick.akin@dbpr.state.fl.us. 2006-DBPR-007

Medical Records Tracking

A multipurpose chart tracking system allows for quick retrieval of charts and statistical gathering. It can be easily implemented and tailored to fit the needs of medical records departments. For more information, please contact Erika Brooks-Craige at (727) 824-6900 ext 11006, or Suncom 513-4285. 2006-DOH-019

Student Records Privacy

An interactive university website on student records privacy (www.registrar.ufl.edu/ferpahub.html) centralizes and condenses a mountain of legalize concerning university rules, state statutes and federal regulations into a user-friendly format for students, parents, staff and faculty. The site includes a quick-reference guide, case studies and a tutorial. For more information, please contact Linda West at (352) 392-1374 ext. 7224 or email lwest@ufl.edu. 2006-UF-009

Electronic Filing System

An electronic filing system developed for nearly 200,000 public assistance case records improves accessibility to information, saving \$269,816 by eliminating the need to create and store paper files. For more information, please contact Dianna Laffey at (813) 558-5693 or email Dianna.Laffey@dcf.state.fl.us. 2006-DCF-047

Data Warehouse Cost Reduction

Upgrading to a more efficient data warehouse processor with long-term scalability and reduced annual maintenance saved the Agency For Healthcare Administration \$109,826. For more information, please contact Curt Chambers at (850) 413-9048 or email chamberc@fdhc.state.fl.us. 2006-AHCA-013

For a list of adaptable achievements in the field of Records Management from the 2003-2005 awards competitions, please click [here](#).