

Supreme Court of Florida

No. AOSC12-3

IN RE: JUDICIAL BRANCH RECORDS MANAGEMENT COMMITTEE

ADMINISTRATIVE ORDER

The purpose of the Judicial Branch Records Management Committee is to oversee the judicial branch records management and retention program. The Committee's responsibilities include development of proposed records management and retention policies and procedures for the judicial branch and guidance to judicial branch records custodians through issuance of advisory opinions.

Court committees are a vital component in the governance of the judicial branch. Committees established by the Supreme Court assist in the development of policies and operating procedures that enhance the administration of justice. In recent years, as a result of the global recession and the subsequent decline in state financial resources, the Florida State Courts System has sustained significant reductions in operating funds and staff positions. Even given the demanding fiscal times we are in, work of the Judicial Branch Records Management Committee must proceed. The Judicial Branch Records Management Committee must,

however, be cognizant of the limitations on the resources available to support its efforts as it develops a work plan that will accomplish, to the best of the committee's abilities, the important tasks assigned in this administrative order. Accordingly, the chair should use discretion in the establishment of subcommittees that require operating funds and staff support. With regard to meetings, the Judicial Branch Records Management Committee should strive to utilize the most economical means appropriate to the type of work being accomplished.

In accordance with In re: Judicial Branch Records Management and Retention Program, No. AOSC08-5 *Amended* (Fla. Dec. 15, 2008), the following members, whose terms expired on December 31, 2011, are hereby reappointed to the committee for a three-year term to expire on December 31, 2014:

The Honorable Glenn Kelly
Circuit Court Judge, Fifteenth Judicial Circuit

The Honorable Louis H. Schiff
County Court Judge, Broward County

The Honorable Cheryl K. Thomas
County Court Judge, Hillsborough County

The following members, whose terms expired on December 31, 2011, are hereby appointed to the committee for a one-year term to expire on December 31, 2012:

Ms. Ann Elizabeth Finnell
The Florida Bar Criminal Law Section

Ms. Allyson Hughes
The Florida Bar Family Law Section

Mr. Jonathon Lin
Court Technology Officer, Fifth Judicial Circuit

Ms. Brenda Lippy
Operations Analyst, Florida Department of State

Ms. Melissa Jay Murphy
The Florida Bar Real Property, Probate and Trust Law Section

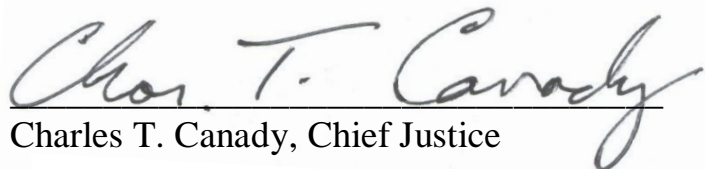
Mr. Robert Conrad Palmer, III
The Florida Bar Trial Lawyers Section

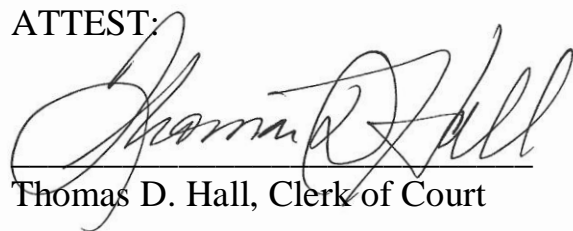
The following individual is hereby appointed for an initial one-year term to expire on December 31, 2012:

Mr. Steven Hall
General Services Manager, Office of the State Courts Administrator

Judge Cheryl K. Thomas shall continue to serve as Chair of the committee through December 31, 2014. Additionally, Mr. Steven Hall is appointed to serve as the Judicial Branch Records Management Officer.

DONE AND ORDERED at Tallahassee, Florida, on February 3, 2012.


Charles T. Canady, Chief Justice

ATTEST:

Thomas D. Hall, Clerk of Court

