



POLICY 7.011

5-B I recommend that the Board approve development of the proposed **new** Policy 7.011, entitled "Land Records Management."

[Contact: Barry Present, PX 21947.]

Development

CONSENT ITEM

- This proposed new policy addresses the maintenance and safekeeping of the District's real estate instruments and records.
- The Office of Real Estate Services is charged with maintaining and acting as the office of record for real estate instruments as deeds, easements, abandonments or leases.

POLICY 7.011

LAND RECORDS MANAGEMENT

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3 1. **Purpose.** To establish a policy for the maintenance and safekeeping of real estate
4 instruments and records of the School District.
- 5 2. **Applicability.** This policy applies to all real estate instruments and records, such
6 as deeds, including abandonments, easements, and leases, related to Board-
7 owned land, except for leases entered into pursuant to Policy 7.12 (Community
8 Use of Facilities).
- 9 3. **Policy Statement.** The Office of Real Estate Services shall maintain and act as
10 the office of record for al real estate instruments records for Board-owned land.
- 11 4. **Maintenance.** All original real estate instruments shall be kept in a fire resistant
12 vault in the Office of Real Estate Services. The office shall maintain and continually
13 update the database of real estate instruments for the School District.
- 14 5. **Delegation of Authority.** The Superintendent shall establish any administrative
15 procedures and guidelines to implement this policy.

16 STATUTORY AUTHORITY: Fla. Stat. §§ 1001.41(2); 1001.42(25)

17 LAWS IMPLEMENTED: Fla. Stat. § 1001.51

18 HISTORY: __/__/2009

Legal Signoff:

The Legal Department has reviewed proposed Policy 7.011 and finds it legally sufficient for development by the Board.

Attorney

Date