

**IN THE CIRCUIT COURTS IN AND FOR THE FIRST JUDICIAL CIRCUIT
OF THE STATE OF FLORIDA**

Administrative Order No. 2015-55
(Vacates Administrative Order No. 2008-39)

**IN RE: APPOINTMENT OF RECORDS MANAGEMENT OFFICER,
FIRST JUDICIAL CIRCUIT COURT RECORDS AND
FIRST JUDICIAL CIRCUIT ADMINISTRATIVE RECORDS**

WHEREAS, pursuant to Supreme Court Administrative Order No. AOSC08-5 each trial court Chief Judge is to appoint a records management officer for court records; and

WHEREAS, pursuant to Supreme Court Administrative Order No. AOSC08-5 each trial court Chief Judge is to appoint a records management officer for administrative records; it is

ORDERED that effective with the date of this order the undersigned makes the following appointments for the First Judicial Circuit:

1. The designated Records Management Officer for **Court Records in Escambia County** will be Clerk of Court Pam Childers, or her designee, Heather Mahoney, Manager of Official Records/Records Management Liaison Officer, Post Office Box 333, Pensacola, Florida 32591-0333.
2. The designated Records Management Officer for **Court Records in Santa Rosa County** will be Clerk of Court Donald Spencer, or his designee, Susan Cariglino, Archives Coordinator, Post Office Box 472, Milton, Florida 32572.
3. The designated Records Management Officer for **Court Records in Okaloosa County** will be Clerk of Court JD Peacock, II, or his designee, Don Allgood, Records Director, Okaloosa County Courthouse Annex Extension, 1940 Lewis

Turner Boulevard, Fort Walton Beach, Florida 32547.

4. The designated Records Management Officer for **Court Records** in **Walton County** will be Clerk of Court Alex Alford, or his designee, Linda Warren, Director of Court Services, Walton County Courthouse, 571 U.S. Highway 90 East, DeFuniak Springs, Florida 32433.
5. The designated Records Management Officer for **Administrative Records** for the First Judicial Circuit will be William Moore, Chief Deputy Court Administrator, Court Administration, M.C. Blanchard Judicial Building, 190 Governmental Center, Pensacola, Florida 32502.

It is further **ORDERED** that all designated Records Management Officers for the First Judicial Circuit will have the following responsibilities:

1. Oversee records retention and management issues in their respective courts.
2. Authorize the destruction of court and administrative records in accordance with the applicable retention schedule.
3. Recommend to the Judicial Branch Records Management Committee new records retention categories and amendments to existing records retention schedules.
4. Provide training and guidance on records retention and management practices in their respective courts.

DONE AND ORDERED in Pensacola, Escambia County, Florida this 19th day of November, 2015.

/S/ LINDA L. NOBLES

LINDA L. NOBLES
CHIEF JUDGE

Copies of Administrative Order No. 2015-55 furnished to:

Honorable Thomas D. Hall, Clerk, Supreme Court of Florida
All Judges, First Judicial Circuit

Honorable Pam Childers, Clerk of Courts, Escambia County

Honorable Donald Spencer, Clerk of Courts, Santa Rosa County

Honorable Alex Alford, Clerk of Courts, Walton County

Honorable JD Peacock II, Clerk of Courts, Okaloosa County

Robin Wright, Trial Courts Administrator, First Judicial Circuit

Heather Mahoney, Manager of Official Records/Records Management Liaison Officer,
Escambia County Clerk

Susan Cariglino, Archives Coordinator, Santa Rosa County Clerk

Linda Warren, Director of Court Services, Walton County Clerk

Don Allgood, Records Director, Okaloosa County Clerk

William Moore, Chief Deputy Court Administrator, First Judicial Circuit