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OVERVIEW

AUTHORITY

The District's Records Retention Schedule is a compilation of the State of Florida's General Records Schedules (GS1-SL and GS7) and District specific record series. This schedule along with the Records Disposal Certification (PBSD 0783) should be consulted when records are being inventoried or relocated, or disposal is being considered.

The retention periods included in this schedule are based on the legal (federal and state laws and regulations), general administrative practices, financial (fiscal management principles) and historical value of the records. These are *minimum* retention periods and cannot be reduced. However, in cases of litigation holds, records shall be kept until all holds have been released.

RECORDS HOLD

When litigation is pending or anticipated against the District, the Office of Chief Counsel will issue a notice instructing District personnel to preserve all records related to the litigation. After the notice is issued, none of the records are eligible for destruction regardless of the dates indicated in the records retention schedule until notified by legal staff that the hold is no longer in effect. These holds affect **ONLY** the school or department of record.

Employees shall not alter or destroy records that fall within the scope of the records hold until the hold is released. Employees in violation of the records hold may be subjected to disciplinary action.

ELECTRONIC COMMUNICATION RECORDS

The records retention schedule covers all public records regardless of format. Electronic records include electronic mail, instant messaging, text messaging, multimedia messaging, chat messaging, social networking messages, sent by current or future electronic messaging technology or device and should be retained under the appropriate record series to which they belong and in accordance with the retention period for that record series.

TRANSITORY MESSAGES

Transitory messages are meant to keep employees informed and are of a short-term value. However, the contents of a transitory message will determine if it needs to be retained for a longer period of time under an appropriate record series.

RECORDS DISPOSITION

All records (regardless of format) that have reached the end of their lifecycle may be destroyed in accordance with the District's Records Retention Schedule and documented on the Records Disposal Certification form (PBSD 0783). Records containing confidential or exempt information should be shredded. Chapter 1B-24, F.A.C. prohibits the burial (landfill) of confidential or exempt records since this method does not ensure complete destruction or unauthorized access to records.

Non-paper records may be disposed of by shredding, high level overwriting or chemical decomposition.

Due to environmental and safety reasons, the District prohibits the burning of records, unless being done by an industrial incineration organization.

DEFINITION OF TERMS

- **Duplicate (or Convenience) Records** - "Reproductions of record (master) copies, prepared simultaneously or separately, which are designated as not being the official copy." (1B-24.001(3)(j), F.A.C.)
 - **Item Number** - A unique number assigned to a record series. For example, the item number for Payroll Records: Supporting Documents is **GS1-SL Item #195**.
 - **OSA** - Retain until **obsolete, superseded** or **administrative** value is lost. With this retention, a record is eligible for destruction whenever it is no longer of any use or value. The retention could vary from one day to any length of time thereafter.
 - **Record (Master) Copy** - "Public records specifically designated by the custodian as the official record." (1B-24.001(3)(i), F.A.C.)
 - **Records Hold** - A notice provided to District personnel to immediately preserve and stop the destruction of records that may be relevant to pending or anticipated litigation or investigation. (Examples of notices include: records requests, court orders, subpoenas, bulletins, etc.)
 - **Retention Period** - The minimum period of time for which a record series shall be retained before final disposition based upon the administrative, legal, fiscal and historical values of the record series.
 - **Records Retention** - Maintaining or holding records for future use under the policies and procedures of the formally established records retention program.
 - **Records Retention Schedule** - The School District's Records Retention Schedule is compiled from the Florida Department of State's General Records Schedules; GS1-SL (for State and Local Government Agencies) and the GS7 (for Public Schools Pre-k-12, Adult & Career Education). Retention and disposition requirements stated in the records retention schedules are based upon the administrative, legal, fiscal and historical values of each record series. The District's records retention schedule describes a record series and sets a **MINIMUM** period of time for which the records must be retained before final disposition of the records can be made. It should be consulted during any records inventory process, any time the records are to be relocated, and any time records disposal is considered.
 - **Record Series** - "A group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common characteristics." (1B-24.001(3)(k), F.A.C.) A record series might contain records in a variety of forms and formats that document a particular program, function or activity of the agency.
 - **Record Series Title** - A brief description of the type, function and/or subject of the records that belong to the same group and are kept together for retention scheduling purposes.
-

ABSENTEE EXCUSES AND ADMISSION SLIPS

GS7 Item #1

This record series consists of notes from parents or guardians concerning excuses and admissions to classes.

RETENTION:

- a) Record copy. Thirty (30) days after end of grading period provided any grade appeal period expired.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ABUSE/NEGLECT/ABANDONMENT RECORDS

GS7 Item #110

This record series consists of the school district's copies of reports submitted to the Department of Children and Families reporting suspicion of child abuse, neglect, abandonment, or need for supervision and care.

RETENTION:

- a) Record copy. Three (3) anniversary years OR one (1) anniversary year after case closed, whichever is sooner.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ACCESS CONTROL RECORDS

GS1-SL Item #189

This record series consists of records pertaining to employee or contractor access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.

RETENTION:

- a) Record copy. One (1) anniversary year after superseded or employee separates from employment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ACCESS LOG: PERSONNEL RECORDS

GS7 Item #112

This record series documents individuals accessing a school district employee's personnel file, either before or after the employee's separation from employment. The log may record the time and date of access as well as the individual's purported name. Retention pursuant to Section 1012.31(2)(f), *Florida Statutes*, Personnel files, which requires that, "The custodian of the record shall maintain a record in the file of those persons reviewing the file each time it is reviewed."

RETENTION:

- a) Record copy. Retain as long as personnel file.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ACCESS LOG: STUDENT EDUCATION RECORDS

GS7 Item #111

This record series documents individuals accessing a student's cumulative file, either before or after graduation or withdrawal. The log notes the name of individual who has gained access and under what authority. The log may also indicate the individual's employer, a law enforcement officer's badge number, or other elements of identification. Schools are not required to log access to student education records by a school official, the parent, eligible student, a party with written consent from the parent or eligible student, a party seeking directory information, or when disclosure is in response to certain subpoenas, in accordance with 34 CFR 99.32(d), Family Educational Rights and Privacy. The retention is based on 34CFR99.32(a), which requires that: "(1) An educational agency or institution must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. . . (2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained." See also "STUDENT EDUCATION RECORDS: CATEGORY A."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ACCIDENT RECORDS: STUDENTS

GS7 Item #2

This record series documents accidents involving students, including accidents occurring on school grounds, in school facilities, or at school-sponsored activities. These records may document such information as when and where the accident took place, who was involved, and actions taken by staff. These records **do not** document medical attention rendered by staff or volunteers. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also *General Records Schedule GS1-SL for State and Local Government Agencies*, Items #241, "INCIDENT REPORT FILES," and #188, "INJURY RECORDS."

RETENTION:

- a) Record copy. Four (4) anniversary years after date accident reported.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ACCIDENT RECORDS (TRANSPORTATION): See "Vehicle Accident Records"

ACCOUNTS PAYABLE RECORDS: See "Disbursement Records: Detail" and/or "Disbursement Records: Summary"

ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS: See "Disbursement Records: Detail"

ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS: See "Disbursement Records: Summary" and/or "Receipt/Revenue Records: Summary"

ACCOUNTS RECEIVABLE RECORDS: See "Receipt/Revenue Records: Detail"

ACCREDITATION RECORDS

GS7 Item #5

This record series consists of a final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. The series also includes any supporting documentation such as checklists, inventories, and copies of policies/procedures/directives and correspondence.

RETENTION:

- a) Record copy. Five (5) fiscal years after accreditation determination provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ACQUISITION RECORDS: LIBRARY: See "Administrative Support Records"

ADD/DROP RECORDS: See "Drop/Add Requests"

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

GS1-SL Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION:

- a) Record copy. Retain for life of structure OR 10 anniversary years after case closed, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

GS1-SL Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION:

- a) Record copy. Ten (10) anniversary years after case closed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ADMINISTRATIVE CONVENIENCE RECORDS

GS1-SL Item #2

This record series consists of **DUPLICATES** of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The material filed in this series is **NOT** the official file or record copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ADMINISTRATIVE LEAVE RECORDS: See "Attendance and Leave Records"

ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS: See "Administrator Records: Agency Director/Program Manager"

ADMINISTRATIVE SUPPORT RECORDS

GS1-SL Item #3

This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. **Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

GS1-SL Item #122

This record series consists of records documenting the substantive actions of elected or appointed program managers or agency directors. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as: correspondence; memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES." ***These records may have archival value.***

RETENTION:

- a) Record copy. Ten (10) anniversary years; ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ADMINISTRATOR RECORDS: PUBLIC AGENCY/OFFICIAL: See "Administrator Records: Agency Director/Program Manager"

ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED): See "Employment Application and Selection Records"

ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED): See "Employment Application and Selection Records"

ADVERTISEMENTS: LEGAL

GS1-SL Item #25

This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in Section 50.011, *Florida Statutes*, (Where and in what language legal notices to be published) or in the "Administrative Weekly" regarding matters pertaining to the agency and other legal advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AERIAL SURVEYS: See "Surveys: Aerial"

AFFIRMATIVE ACTION RECORDS

GS-1SL Item #82

This record series consists of records relating to an agency's affirmative action plan, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use the applicable GRANT FILES item or PROJECT FILES: FEDERAL. See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

RETENTION:

- a) Record copy. Two (2) anniversary years provided litigation has been resolved.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AGENDAS: See "Minutes: Official Meetings"

AGREEMENTS: CAPITAL IMPROVEMENT: See "Contracts/Leases/Agreements: Capital Improvement/Real Property"

AGREEMENTS: EXPUNGE, DELETE, OR CORRECT STUDENT RECORD: See "Student Education Records: Category B"

AGREEMENTS: NON-CAPITAL IMPROVEMENT: See "Contracts/Leases/Agreements: Non-Capital Improvement"

AMENDMENTS (TO CHARTER): See "Charters/Amendments/Bylaws/Constitutions"

ANIMAL CONTROL RECORDS

GS1-SL Item #234

This record series consists of copies of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases which have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records).

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ANNEXATION RECORDS

GS1-SL Item #247

This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include correspondence, reports, maps, voluntary petitions, certifying statements, and municipal service plans.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ANNUAL BUDGETS: See "Budget Records: Approved Annual Budget" and/or "Budget Records: Supporting Documents"

ANNUAL EVALUATIONS: See "Personnel Records: Florida Retirement System" and/or "Personnel Records: Non-Florida Retirement System (Local Government)" and/or "Personnel Records: OPS/Volunteer/Intern/Temporary Employment"

ANNUAL FINANCIAL REPORTS: See "Financial Reports: Annual (Local Government)" and/or "Financial Reports: Annual (Local Government) (Supporting Documents)"

ANNUAL FINANCIAL STATEMENTS: See "Financial Reports: Annual (Local Government)" and/or "Financial Reports: Annual (Local Government) (Supporting Documents)"

ANNUAL LEAVE RECORDS: See "Attendance and Leave Records"

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

GS1-SL Item #380

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions, or other remuneration. The report contains an annual listing of all such fees, commissions, or remuneration, and shows in detail the purpose, character, and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. **These records may have archival value.**

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ANNUAL REPORTS: COUNTY GOVERNMENT

GS1-SL Item #246

This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which reads in part, "the administrator may...Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." **These records may have archival value.**

RETENTION:

- a) Record copy. Ten (10) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ANNUAL REPORTS: GOVERNING BODY

GS1-SL Item #245

This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." **These records may have archival value.**

RETENTION:

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

APPLICATIONS: BUILDING PERMIT: See "Permits: Building"

APPLICATIONS: EMPLOYMENT (HIRED): See "Personnel Records: Florida Retirement System"

APPLICATIONS: EMPLOYMENT (NOT HIRED): See "Employment Application and Selection Records"

APPLICATIONS: FREE AND REDUCED PRICE MEALS: See "Food Service Records"

APPLICATIONS: LIBRARY CARDS: See "Administrative Support Records"

APPLICATIONS: TEACHER CERTIFICATION AND RENEWAL

District Item #75

This records series consists of teacher certification and renewal applications. The series includes, but is not limited to, the Florida Department of Education Application for Renewal of a Professional Florida Educator's Certificate; documentation of fees received, and evidence of credits the applicant received including either a School District Employee In-Service print-out, a college transcript, and/or a course completion certificate. The school district transmits the completed application, supporting documentation and fees to the Florida Department of Education, Bureau of Teacher Certifications. Records created per Rule 6A-4, F.A.C., Certification and Chapter 1012, F.S., Part III, Public Schools; Personnel. (This schedule supersedes 73.1.)

RETENTION:

- a) Record copy. Seven (7) anniversary years after separation or termination.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

APPOINTMENT BOOKS: See "Calendars"

APPRAISALS: LAND (NOT PURCHASED): See "Real Property Records: Property Not Acquired"

APPRAISALS: LAND (PURCHASED): See "Real Property Records: Property Acquired"

APPRENTICESHIP AGREEMENT RECORDS

GS7 Item #143

This record series consists of apprenticeship agreements between an apprentice and an Apprenticeship Program Sponsor. These agreements are maintained under a program registered with the Florida Department of Education in accordance with that agency's duties to implement and oversee apprenticeship programs pursuant to Section 446.011, *Florida Statutes*, Legislative intent regarding apprenticeship training. This series may include agreements, test results, answer sheets, correspondence, and other supporting documentation relating to the completion of an agreement. Refer to Sections 446.011-446.092, *Florida Statutes*, Job Training, and Rule 6A-23, *Florida Administrative Code*, Apprenticeship Programs. Retention is pursuant to 29CFR30.8(e), Equal Employment Opportunity in Apprenticeship and Training, Records.

RETENTION:

- a) Record copy. Five (5) anniversary years after completion of or cancellation from program provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

APPROVED BUDGETS: See "Budget Records: Approved Annual Budget" and/or "Budget Records: Supporting Documents"

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS: See "Architectural/Building Plans: Preliminary Drawings"

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

GS-1SL Item #216

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION:

- a) Record copy. Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

GS-1SL Item #204

This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

GS-1SL Item #252

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION:

- a) Record copy. Ten (10) anniversary years after issuance of certificate of occupancy.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

GS-1 SL Item #332

This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued, or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 104.1.6, Time Limitations: "An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application, provided the extension is requested in writing and justifiable cause is demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

RETENTION:

- a) Record copy. Six (6) months after last action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ARREST INFORMATION: STUDENT

GS7 Item #115

This record series consists of information on a student provided by an arresting authority to a public school system pursuant to Section 985.101, *Florida Statutes*. This series may also include notification from the principal to the student's teachers, notification from the superintendent to the principal, and records from the law enforcement agency regarding the arrest. Maximum retention is pursuant to Section 985.101(1)(b), *Florida Statutes*, which requires that, "Information provided by an arresting authority under this paragraph may not be placed in the student's permanent record and shall be removed from all school records no later than 9 months after the date of the arrest."

RETENTION:

- a) Record copy. Destroy no later than Nine (9) months from date of arrest.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ATHLETIC ELIGIBILITY RECORDS

GS7 Item #116

This record series consists of an eligibility form which attests to, and is signed by teachers regarding, a student's ongoing academic eligibility for participation in athletic competitions. These forms are completed prior to competitions and may require the teacher to report the current grade of the student in his/her class. It may also allow teachers to comment on a student's attitude, attendance, or other non-academic factors used to determine participation in athletics.

RETENTION:

- a) Record copy. Six (6) months after the season ends.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ATTENDANCE AND LEAVE RECORDS

GS1-SL Item #116

This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees.

NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ATTENDANCE RECORDS: COMMUNITY SERVICE

GS 1-SL Item #249

This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.

RETENTION:

- a) Record copy. One (1) calendar year after last date of service.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ATTENDANCE RECORDS: FAMILY AND MEDICAL LEAVE ACT: See "Attendance and Leave Records"

ATTENDANCE RECORDS: LEAVE: See "Attendance and Leave Records"

ATTENDANCE RECORDS: LEAVE INDEX: See "Attendance and Leave Records"

ATTENDANCE RECORDS: STUDENT

GS7 Item #9

This record series consists of records documenting students' attendance, absences, and tardiness. Retention pursuant to Rule 6A-1.044(3) and (8), *Florida Administrative Code*, "Pupil Attendance Records. This series does **not** include the record copy of attendance history records (number of days present and absent) covered by "STUDENT EDUCATION RECORDS: CATEGORY A."

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

AUDIO RECORDINGS (OFFICIAL MEETINGS): See "Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)"

AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS

GS1-SL Item #393

This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION:

- a) Record copy. Retain each audit trail entry as long as the record to which the entry relates.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

GS1-SL Item #394

This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUDITS: AUDITOR GENERAL

GS1-SL Item #8

This record series consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules (Auditor General). See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION:

- a) Record copy. Ten (10) fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUDITS: INDEPENDENT

GS1-SL Item #56

This record series consists of a report, including any appropriate financial statements, issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules (Auditor General), and/or Section 215.97, *Florida Statutes*, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION:

- a) Record copy. Ten (10) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUDITS: INTERNAL

GS1-SL Item #73

This record series consists of a report issued by an internal auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules (Auditor General) and/or Section 20.055, *Florida Statutes*, Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUDITS: STATE/FEDERAL

GS1-SL Item #83

This record series consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to Section 11.45(3), *Florida Statutes* Definitions; authorities; reports; rules (Auditor General). See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION:

- a) Record copy. Ten (10) fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDITS: SUPPORTING DOCUMENTS

GS1-SL Item #57

This record series consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUTOMATED ACCOUNTING SYSTEM REPORTS

GS1-SL Item #50

This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "RECEIPT/REVENUE RECORDS: DETAIL," "RECEIPT/REVENUE RECORDS: SUMMARY," and "FINANCIAL HISTORY SUMMARY RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

AUTOMOBILE MAINTENANCE RECORDS: See "Equipment/Vehicle Maintenance Records"

AWARD AND RECOGNITION SELECTION RECORDS

GS7 Item #134

This record series documents the selection of students, teachers, staff or volunteers for awards or recognition for their achievements. This series may include, but is not limited to, award criteria, nomination forms, committee evaluations, vote sheets, application or nomination supporting documentation, and final decision. A record indicating a teacher or staff award should be included in the personnel file.

RETENTION:

- a) Record copy. Ninety (90) days.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BACKGROUND/SECURITY CHECKS: See "Personnel Records" for hired employees and/or "Employment Application and Selection Records" for non-hires and/or "Security Screening Records: Non-Employees" for non-employees

BACKUPS: ELECTRONIC/DIGITAL RECORDS

There is no retention schedule for backup tapes, disks, drives, or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely as a security precaution but **not intended to serve as the record copy or as a records retention tool**. In the case of disaster, the backup would be used to restore lost records; otherwise, agency records that have not met their retention should **not** be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency from the backup to ensure that the backup is not used as a records retention tool.

BAD CHECK RECORDS: See "Receipt/Revenue Records: Detail"

BALANCE SHEETS: See "Receipt/Revenue Records: Detail"

BALLOTS

GS1-SL Item #397

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, Florida Statutes, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use **General Records Schedule GS3 for Election Records**.

RETENTION:

- a) Record copy. Thirty (30) days after vote count or cancellation of election.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BALLOTS: STUDENT ELECTIONS/POLLS

GS7 Item # 117

This record series consists of ballots for student elections and polling issues, such as student government, club officers, pageant winners, homecoming court, and school-related issues and actions.

RETENTION:

- a) Record copy. Ninety (90) days after results announced.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BANK ACCOUNT AUTHORIZATION RECORDS: See "Financial Account Authorization Records"

BANK RECONCILIATIONS: See "Bank Statements: Reconciliation"

BANK STATEMENTS: RECONCILIATION

GS1-SL Item #85

This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BARGAINING RECORDS

GS1-SL Item #87

This record series consists of contracts and supporting documentation related to a contract or agreement between a public agency and a labor organization or employee union.

RETENTION:

- a) Record copy. Five (5) fiscal years after expiration or cancellation of contract.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BARGAINING RECORDS: SUPPORTING DOCUMENTS: See "Bargaining Records"

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

GS1-SL Item #70

This record series consists of information relative to the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. Ten (10) anniversary years after awarded.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

GS1-SL Item #71

This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. This series also includes records of bid projects cancelled prior to being awarded. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. Five (5) fiscal years after awarded or bid project cancelled.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BID RECORDS: NON-CAPITAL IMPROVEMENT

GS1-SL Item #72

This record series consists of information relative to the processing and letting of successful, unsuccessful, and cancelled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

RETENTION:

- a) Record copy. Five (5) fiscal years after awarded.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BIOGRAPHICAL FILES: See "Staff Administration Records"

BIOMETRIC IDENTIFICATION RECORDS

GS7 Item #144

This record series consists of biometric identification information held by school districts for use in identifying students using electronic identification systems for such purposes as purchasing lunches, checking out library books, or other programs or activities requiring identification of students. Biometric identification includes any record of friction ridge detail of hands and/or feet, fingerprints, palm prints, or footprints.

RETENTION:

- a) Record copy. Retain until student is no longer registered in school.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BOND ADMINISTRATION RECORDS

GS1-SL Item #250

This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. See also "BOND REGISTERS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BOND REGISTERS

GS1-SL Item #251

This record series consists of registers used to record the redemption of coupons for municipal bonds. The register is evidence of payment and may include upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying date, number of each bond, interest paid, and maturation dates. The register may also indicate that the coupons have been paid, upon what authority they were destroyed, and the date of destruction. See also "BOND ADMINISTRATION RECORDS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BOND RESOLUTIONS/ORDINANCES

GS1-SL Item #191

This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The record includes, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BONDS AND BOND INTEREST COUPONS

GS1-SL Item #226

This record series consists of retired bonds and bond interest coupons that have been redeemed. Information in these records may include, but is not limited to, identifying date, number of each bond, and quality and value of bond by maturity. Retired bonds and bond interest coupons may only be disposed of provided payments have been recorded in the bond register. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BOND RESOLUTIONS/ORDINANCES."

RETENTION:

- a) Record copy. Five (5) fiscal years after paid, exchanged, or transferred and recorded in bond register.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BONUS RECORDS: PEER REVIEW EVALUATIONS

GS1-SL Item #333

This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their "peers." These records do not become part of an employee's personnel record.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BUDGET RECORDS: APPROVED ANNUAL BUDGET

GS1-SL Item #58

This record series consists of the agency's approved annual budget and its amendments that are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BUDGET RECORDS: SUPPORTING DOCUMENTS

GS1-SL Item #88

This record series consists of any documentation supporting budget matters, including but not limited to working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

BUILDING LOG: See "Access Control Records" and/or "Visitor/Entry Logs"

BUILDING PERMIT APPLICATIONS: See "Permits: Building"

BUILDING PERMITS: See "Permits: Building"

BUILDING PLANS: COMMERCIAL: See "Architectural/Building Plans: Commercial"

BUILDING PLANS: RESIDENTIAL: See "Architectural/Building Plans: Residential"

BULLETINS: See "Directives/Policies/Procedures"

BUS DRIVER LICENSE CHECK RECORDS

GS7 Item #118

This record series consists of driver's license checks from the records of the Florida Department of Highway Safety and Motor Vehicles concerning the license of a district employed bus driver pursuant to Rule 6A-3.0141, *Florida Administrative Code*, Employment of School Bus Operators.

RETENTION:

- a) Record copy. One (1) fiscal year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BUS REGISTRATION AND SEATING RECORDS

GS7 Item #145

This record series documents students who are registered to ride school buses to and from school. The series may include, but is not limited to, school bus registration forms, seating assignments, seating charts, emergency contact information, and pickup and drop-off locations.

RETENTION:

- a) Record copy. Retain until end of school year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BUS SCHEDULES/REPORTS

GS7 Item #17

This record series consists of bus reports showing each stop location, the time of stop, and the estimated number of students boarding at that stop. These reports may be daily, weekly, annual, or at some other interval.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

GS1-SL Item #221

This record series documents the method by which a local governing authority grants the privilege of engaging in, or managing, any business, profession, or occupation within its jurisdiction pursuant to Chapter 205, *Florida Statutes*, Local Business Taxes. The series includes applications, renewal cards, business tax receipts, and supporting documentation. This series does not cover records relating to the issuance of business or occupational licenses by state agencies. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

RETENTION:

- a) Record copy. One (1) calendar year after expiration, revocation, or denial of business tax receipt/license. after expiration, revocation, or denial of business tax receipt/license provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CALENDARS

GS1-SL Item #89

This record series consists of calendars, appointment books, planners, or other records showing official daily appointments and meetings. The series might also include lists of "prioritized daily tasks," background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES" (Item #128).

RETENTION:

- a) Record copy. One (1) anniversary year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CAPITAL EXPENDITURE PLANS: See "Expenditure Plans: Capital Improvement"

CAPITAL IMPROVEMENT AGREEMENTS/CONTRACTS/LEASES: See "Contracts/Leases/Agreements: Capital Improvement/Real Property"

CAPITAL IMPROVEMENT PROJECT FILES: See "Project Files: Capital Improvement"

CAPITAL IMPROVEMENT SUCCESSFUL BIDS: See "Bid Records: Capital Improvement Successful Bids"

CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS: See "Bid Records: Capital Improvement Unsuccessful Bids"

CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS **GS7 Item #106**

This record series consists of the district's final class reports which contain individual class records by program, race, sex, and social security number of student. These records demonstrate program attendance. This record series is no longer being created.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

CASH COLLECTION RECORDS: RECEIPT/REPORT: See "Receipt/Revenue Records: Detail"

CASH REGISTER TAPES: See "Receipt/Revenue Records: Detail"

CERTIFICATE OF COMPETENCY RECORDS: See "Licenses: Certificate of Competency Records"

CERTIFICATE OF COMPETENCY RECORDS (SUPPORTING DOCUMENTS): See "Licenses: Certificate of Competency Records"

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY: See "Licenses: Certificate of Competency Records: Temporary"

CERTIFICATE OF OCCUPANCY: COMMERCIAL **GS1-SL Item #255**

This record series consists of a certificate issued by the local governing authority's jurisdiction for a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."

RETENTION:

- a) Record copy. Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CERTIFICATE OF OCCUPANCY: RESIDENTIAL

GS1-SL Item #256

This record series consists of a certificate issued by the local governing authority's jurisdiction for a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

RETENTION:

- a) Record copy. Ten (10) anniversary years after issuance of certificate of occupancy.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CERTIFICATE OF OCCUPANCY: SPECIFICATIONS: See "Project Files: Capital Improvement"

CERTIFICATES: AGE

GS7 Item #21

This record series consists of a certificate of age. This series has been discontinued by the Florida Department of Education, but certificates may still be used or held at the District level.=

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

CERTIFICATION FORWARD DOCUMENTS: See "Encumbrance/Certification Forward Records"

CERTIFIED MAIL RECEIPTS: See "Mail: Registered and Certified"

CETA (COMPREHENSIVE EMPLOYMENT AND TRAINING ACT: See "Employment Assistance Program Records" and/or "Employment Assistance Program Nonexpendable Property Records"

CHARTER SCHOOL RECORDS

GS7 Item #119

This record series consists of documentation required for the approval or denial of the establishment of a charter school and for continuing operation of approved charter schools. Records may include, but are not limited to: a proposal/application with timetable; decisions and findings on approval or denial of applications; annual progress reports from the charter school; and the annual analysis and comparison of the charter school's overall performance by the school district. ***This series does not include the Charter itself or the students' education records.*** See also *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #207, "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS."

RETENTION:

- a) Record copy. Two (2) anniversary years after denial of application or expiration or termination of charter provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

GS1-SL Item #207

This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS." ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CHECKS: CANCELLED: See "Disbursement Records: Detail"

CHECKS: LOG: See "Disbursement Records: Summary"

CHECKS: REGISTERS: See "Disbursement Records: Detail" and/or "Disbursement Records: Summary"

CHECKS: STUBS: See "Disbursement Records: Detail"

CHILD CARE: EXEMPTIONS FOR HEALTH EXAMINATIONS: See "Child Care Records"

CHILD CARE: HEALTH EXAMINATION CERTIFICATE: See "Child Care Records"

CHILD CARE: IMMUNIZATION CERTIFICATE: See "Child Care Records"

CHILD CARE: MENUS

District Item #72

This record series consists of menus of snacks and meals served at a child care facility. FL Admin Code 65C-22.005.

RETENTION:

- a) Record copy. One (1) month.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CHILD CARE RECORDS

GS1-SL Item #257

This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to *Florida Statutes*, Sections 1003.22 regarding school-entry health examinations and immunization against communicable diseases; and 1003.23 regarding attendance records and reports.

RETENTION:

- a) Record copy. Five (5) calendar years after termination of enrollment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CLASS, COURSE, ROOM, AND TEACHER SCHEDULES

District Item #41

This record series consists of, but is not limited to, class meeting times and days for each class, room assignments, and teaching schedules.

RETENTION:

- a) Record copy. Retain until the end of the semester.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

GS1-SL Item #275

This record series consists of the client case files for citizens receiving assistance from a county or city social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports which are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CLIENT CASE FILES: VETERAN SERVICES

GS1-SL Item #310

This record series consists of case files relating to veterans receiving various types of assistance, including but not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms which are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.

RETENTION:

- a) Record copy. Five (5) fiscal years after case closed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CLINIC LOG

GS7 Item #120

This record series consists of a list of students entering the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed. Retention is pursuant to Section 95.11, *Florida Statutes*, Statute of Limitations on medical malpractice.

RETENTION:

- a) Record copy. Seven (7) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

CODE ENFORCEMENT BOARD CASE FILES: See "Code Enforcement Hearing Case Files"

CODE ENFORCEMENT HEARING CASE FILES

GS1-SL Item #236

This record series consists of case files documenting code violation hearings before the Code Enforcement Board or a Special Master, including affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1.a., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

RETENTION:

- a) Record copy. Five (5) fiscal years after case is closed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CODE VIOLATION RECORDS: CITATION ISSUED

GS1-SL Item #398

This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

RETENTION:

- a) Record copy. Five (5) fiscal years after case is closed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CODE VIOLATION RECORDS: NO CITATION ISSUED

GS1-SL Item #237

This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE ENFORCEMENT HEARING CASE FILES."

RETENTION:

- a) Record copy. Three (3) anniversary years after case is closed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMMERCIAL BUILDING PLANS: See "Architectural/Building Plans: Commercial"

COMMITTEE/BOARD APPOINTMENT RECORDS

GS1-SL Item #334

This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS."

RETENTION:

- a) Record copy. Three (3) fiscal years after term of office ends or committee/board is abolished.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS

GS1-SL Item #379

This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."

RETENTION:

- a) Record copy. Four (4) anniversary years after personnel action and any litigation is resolved.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMMODITY PROGRAM RECORDS: See "Commodity Supplemental Food Program Records"

COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

GS1-SL Item #258

This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMMUNICATIONS AUDIO RECORDINGS

GS1-SL Item #335

This record series consists of audio recordings of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency or for quality assurance reviews of customer service calls. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "911 RECORDS: LOGS."

RETENTION:

- a) Record copy. Thirty (30) days.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

GS1-SL Item #94

This record series consists of individual complaints received from citizens, consumers, or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. See also "GRIEVANCE FILES."

RETENTION:

- a) Record copy. One (1) anniversary year after resolved.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA): See "Employment Assistance Program Records" and/or "Employment Assistance Program Nonexpendable Property Records"

COMPREHENSIVE MASTER PLANS: ADOPTED

GS1-SL Item #166

This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to: maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions, conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Florida's Growth Management Act: Chapter 163, Part II, *Florida Statutes*, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)

GS1-SL Item #174

This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include: additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials which support the proposed plan. Refer to Florida's Growth Management Act: Chapter 163, Part II, *Florida Statutes*, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." *These records may have archival value.*

RETENTION:

- a) Record copy. Five (5) anniversary years after adopted. **Agencies should ensure appropriate preservation of records determined to have long-term historical value.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COMPUTER LOGS

GS1-SL Item #391

This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.

RETENTION:

- a) Record copy. Thirty (30) days or until review of logs is complete, whichever occurs first.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CONTINUING EDUCATION RECORDS: IN-HOUSE: See "In-Service Education Records" and/or "Personnel Records"

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

GS1-SL Item #64

This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of capital improvement or real property contracts, leases, or agreements to which the agency is a party, including contracts, leases, or agreements with architects, engineers, builders, and construction companies. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. "Real Property" means land, buildings, and fixtures. The terms "land," "real estate," "realty," and "real property" may be used interchangeably. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. Ten (10) fiscal years after completion or termination of contract/lease/agreement.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

GS1-SL Item #65

This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of non-capital improvement contracts, leases, or agreements to which the agency is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services, such as the purchase of gas, fuel oil, and annual purchases of inventory-maintained items. See also "CONTRACTS/LEASES/ AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARGAINING RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion or termination of contract/lease/agreement.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CONVEYANCE RECORDS: See "Real Property Records: Property Acquired"

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

GS1-SL Item #337

This record series consists of releases or other documentation authorizing the agency to publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CORRESPONDENCE – PERSONNEL REAPPOINTMENTS: See "Personnel Records Transaction Posting Journal"

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

GS1-SL Item #17

This record series consists of routine correspondence and memoranda of a general nature that are associated with administrative practices but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "INFORMATION REQUEST RECORDS." ***These records may have archival value.***

RETENTION:

- a) Record copy. Three (3) fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

GS1-SL Item #338

This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." ***These records may have archival value.***

RETENTION:

- a) Record copy. Five (5) fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

COURSE AND PROGRAM RECORDS

District Item #46

This record series consists of, but is not limited to, program descriptions, outlines, documentation, policies, plans for use of special media, instructional materials, and sampling of student evaluation tools. Also included are evaluations and recommended improvements of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs. Additional information may include researching, planning, designing, and evaluating files; salary payments; and purchasing of instructional equipment and other actions related to a particular instructional program.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

COURSE OUTLINES

GS7 Item #23

This record series consists of working outlines of the courses being taught in the schools. Outlines may include date of classes to be taught, subject matter and assignments, test dates, paper/project topics and due dates, and the office location and hours of the instructor.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

CURRICULUM FILES

GS7 Item #24

This record series consists of curriculum course guides which establish requirements in the various areas of study showing philosophy, scope, approved instructional resources, objectives, methods of evaluation, and handbooks.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

DATA INPUT FORMS

District Item #43

This record series consists of, but is not limited to, sheets used to input information into a personal computer or mainframe system.

RETENTION:

- a) Record copy. Retain one (1) semester after posted.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DEDUCTION AUTHORIZATION CARDS: See "Payroll Records: Deduction Authorizations"

DEEDS: AGENCY PROPERTY: See "Real Property Records: Property Acquired"

DEFERRED COMPENSATION SUMMARY REPORTS

GS1-SL Item #339

This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees' contributions or account activities.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DEPOSIT/WITHDRAWAL/TRANSFER SLIPS: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

DIPLOMAS/CERTIFICATES/AWARDS: STUDENT

GS7 Item #121

This record series consists of student diplomas, certificates or awards which are never collected by students or are returned to the school due to a wrong address.

RETENTION:

- a) Record copy. Ninety (90) days.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

DIRECTIVES/POLICIES/PROCEDURES

GS1-SL Item #186

This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." *These records may have archival value.*

RETENTION:

- a) Record copy. Two (2) anniversary years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISASTER PREPAREDNESS DRILL RECORDS

GS1-SL Item #259

This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."

RETENTION:

- a) Record copy. Two (2) calendar years provided reviews have been conducted.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISASTER PREPAREDNESS PLANS

GS1-SL Item #210

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. *Florida Statutes* Section 252.365 requires state agencies to develop and maintain, "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, authorizes counties and municipalities to, "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS" and "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

RETENTION:

- a) Record copy. Five (5) fiscal years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISASTER RELIEF RECORDS

GS1-SL Item #321

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, and daily activity reports. For federal retention requirements, refer to 44CFR13.42, Emergency Management and Assistance, Retention and Access Requirements for Records.

RETENTION:

- a) Record copy. Five (5) fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISBURSEMENT RECORDS: DETAIL

GS1-SL Item #340

This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, cancelled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISBURSEMENT RECORDS: SUMMARY

GS1-SL Item #341

This series consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION:

- a) Record copy. Ten (10) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISCIPLINARY CASE FILES: EMPLOYEES

GS1-SL Item #98

This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION:

- a) Record copy. Five (5) anniversary years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

GS7 Item #26

This record series consists of records created in reviewing an adverse action or statement against a student. The series may include, but is not limited to, a copy of the proposed adverse action with supporting documents, statements of witnesses, reports (including bus drivers' reports on students' misbehavior on school buses), and decisions. Each district should classify in policy what actions will be considered "major offenses." If offense results in expulsion, use "EXPULSION RECORDS."

RETENTION:

- a) Record copy. Three (3) school years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

GS7 Item #27

This record series consists of records created in reviewing an adverse action or statement against a student. The series may include, but is not limited to, a copy of the proposed adverse action with supporting documents, statements of witnesses, reports (including bus drivers' reports on students' misbehavior on school buses), and decisions. Each district should classify in policy what actions will be considered "minor offenses."

RETENTION:

- a) Record copy. Retain until end of school year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

DOMESTIC PARTNERSHIP REGISTRY RECORDS

GS1-SL Item #399

This record series documents domestic partnerships established and dissolved by law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DONATION RECORDS

GS1-SL Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DRAFTS AND WORKING PAPERS

GS1-SL Item #242

This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. **Drafts of documents that could have a significant effect on an agency's programs, functions, and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under the record series "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."**

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DROP/ADD REQUEST RECORDS

GS7 Item # 146

This record series consists of drop/add requests submitted by students for the purposes of dropping and/or adding classes at the beginning of a semester or school year.

RETENTION:

- a) Record copy. Retain until end of grade appeal period for semester or school year to which request applies.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
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DRIVER RECORD TRANSCRIPTS (AKA MOTOR VEHICLE REPORTS – MVRS)

District Item # 62

This record series consists of, but is not limited to, computer printouts received from the Florida Department of Highway Safety and Motor Vehicles, Division of Drivers Licenses, detailing the driving record of school bus drivers, maintenance workers and any other employees that are required to drive a School District vehicle as part of their regular job. The data on the printout includes driver's name, address, date license issued, license expiration date and any driving infractions incurred by a driver during the past seven years. These printouts are received four times each year. Each report supersedes the previous report. The individual departments or schools that employ the drivers maintain the record copy of this information. These records ARE NOT maintained as part of the drivers' personnel files.

RETENTION:

- a) Record copy. Retain for one (1) fiscal year after superseded, provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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DRUG TEST CASE FILES

GS1-SL Item #260

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to Sections 112.0455(7) and (8), *Florida Statutes* (Florida Drug-Free Workplace Act, types of testing and testing procedures), Section 443.1715(3)(b), *Florida Statutes* (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).

RETENTION:

- a) Record copy. Five (5) anniversary years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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DRUG TEST EQUIPMENT RECORDS

GS1-SL Item #261

This record series consists of records documenting compliance with calibration and other requirements for the use of the evidential breath testing device (EBT). The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40 (Procedures for Transportation Workplace Drug Testing Programs) and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention). See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."

RETENTION:

- a) Record copy. Five (5) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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DRUG TEST PROGRAM ADMINISTRATION RECORDS

GS1-SL Item #262

This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention) and 49CFR382.403 (Reporting of Results in a Management Information System). See also "DRUG TEST EQUIPMENT RECORDS."

RETENTION:

- a) Record copy. Five (5) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

DRUG TEST RECORDS: See "Drug Test Case Files"

E-MAIL: See "Electronic Communications"

E-RATE PROGRAM RECORDS

GS7 Item #147

This record series consists of all documents related to the application for, receipt, and delivery of services provided through the Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate." Records include, but are not limited to, plans and evaluations; agreements; a copy of the district's Internet safety and technology protection policy; Description of Services Requested and Certification Form 470, Services Ordered and Certification Form 471, and Receipt of Service Confirmation Form 486 or equivalent or subsequent form(s); Request for Proposals; contracts; correspondence; reports; requisitions; purchase orders; packing slips; delivery/service/completion records; and inventory reports. Program completion has not occurred until all reporting requirements are satisfied, applicable audits have been performed and released, and final payments have been received. Retention is pursuant to 47CFR54.516, Federal Communications Commission, Universal Service, Auditing; and the Children's Internet Protection Act (FCC Order 11-125).

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of program or last day of service delivered in the funding year, whichever occurs later.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
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EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS: See "Real Property Records: Property Acquired"

EDUCATOR SUPPORT PROGRAM (ESP) RECORDS: See "Professional Orientation Program Records"

ELECTRONIC COMMUNICATIONS

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device. **Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted.** Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

ELECTRONIC FUNDS TRANSFER RECORDS

GS1-SL Item #264

This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form which lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), *Florida Statutes*.

RETENTION:

- a) Record copy. Five (5) fiscal years after termination of service agreement/authorization.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

GS1-SL Item #231

This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

RETENTION:

- a) Record copy. Retain as long as software-dependent records are retained.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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EMERGENCY NOTIFICATION RECORDS

GS7 Item #122

This record series consists of documentation identifying the emergency contact person for a student, the name and phone number of physician, any necessary medical information, names of individuals allowed to remove the student from school, and any family code words used to identify persons with permission to remove the child. These records are updated at least annually or more frequently when necessary by the student, parent, or guardian.

RETENTION:

- a) Record copy. Retain until end of school year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

EMERGENCY NOTIFICATION RECORDS: EMPLOYEE: See "Staff Administration Records"

EMERGENCY OPERATIONS RECORDS: APPLICATIONS: See "Emergency Operations Records: Special Needs Applications"

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN

GS1-SL Item #266

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency; this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

RETENTION:

- a) Record copy. Three (3) anniversary years after plan expires.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS

GS1-SL Item#267

This record series consists of a listing of all applicants who are accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The list may change often as individuals' status or needs change. Refer to Section 252.355, *Florida Statutes*, Emergency Management, Registry of Persons With Special Needs, which requires that, "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS."

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

GS1-SL Item #268

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public Shelter Space.

RETENTION:

- a) Record copy. Two (2) anniversary years after inspection/reinspection or closure of shelter, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS

GS1-SL Item #265

This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. These applications may include: the citizen's name, address, and telephone number; correspondence; medical disabilities; caretaker's name; and type of accommodations required. Denied applications may be based on space availability and/or eligibility requirements. For accepted applications, individuals may be notified that they have been selected as clients and explained their responsibilities. When client status is accepted, individuals are agreeing that they will be ready to leave their residence at the appropriate time, and that they are aware of shelter rules and regulations. See also "EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

RETENTION:

- a) Record copy. Four (4) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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EMPLOYEE ASSISTANCE PROGRAM RECORDS

GS1-SL Item #269

This record series consists of documents related to the services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment, and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to Section 112.0455(5)(m), *Florida Statutes*, for definition of Employee Assistance Program, and Section 110.1091(2), *Florida Statutes*, for confidentiality requirement.

RETENTION:

- a) Record copy. Two (2) anniversary years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMPLOYEE CONDUCT COUNSELING RECORDS

GS1-SL Item #206

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues which may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION:

- a) Record copy. One (1) anniversary year after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMPLOYEE EVALUATIONS: See "Personnel Records: Florida Retirement System" and/or "Personnel Records: Non-Florida Retirement System (Local Government)" and/or "Personnel Records: OPS/Volunteer/Intern/Temporary Employment"

EMPLOYEE LEAVE SLIPS: See "Attendance and Leave Records"

EMPLOYEE PRE-COUNSELING RECORDS: See "Employee Conduct Counseling Records"

EMPLOYMENT APPLICATION AND SELECTION RECORDS

GS1-SL Item #24

This record series consists of all records which document the selection process and justify the selection decision, including but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. **Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.** See Sections 110.211 and 110.213, *Florida Statutes*, governing recruitment and selection in state employment; Section 760.11, *Florida Statutes*, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, *Florida Administrative Code*, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

RETENTION:

- a) Record copy. Four (4) anniversary years after personnel action provided any litigation is resolved.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMPLOYMENT APPLICATIONS: UNSOLICITED

GS1-SL Item #400

This record series consists of records submitted by individuals seeking employment when the agency is not in the process of hiring. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS

GS1-SL Item #343

This series consists of records relating to nonexpendable property acquired under federal employment assistance programs such as the Job Training Partnership Act (JTPA) and its predecessor, the Comprehensive Employment and Training Act (CETA). Refer to Federal Property Management Regulations, Subpart 114S-60.4, Classification of Property, for definition of nonexpendable property. Retention is pursuant to 20CFR Chapter V (Employment and Training Administration, Department of Labor), Section 627.460(a)(2).

RETENTION:

- a) Record copy. Three (3) fiscal years after final disposition of property.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMPLOYMENT ASSISTANCE PROGRAM RECORDS

GS1-SL Item #113

This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). Records may include reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation. Refer to 20CFR Chapter V (Employment and Training Administration, Department of Labor), Sections 627.455 and 627.460, for federal records requirements.

RETENTION:

- a) Record copy. Five (5) fiscal years after final report.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EMPLOYMENT ELIGIBILITY LIST: See "Employment Application and Selection Records"

EMPLOYMENT EXAMINATION RECORDS: See "Employment Application and Selection Records"

EMPLOYMENT VERIFICATION RECORDS: See "Verification Records: Attendance/Employment/Enrollment"

ENCUMBRANCE RECORDS: See "Encumbrance/Certification Forward Records"

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

GS1-SL Item #20

This record series consists of reports and other documentation detailing funds that have been encumbered, i.e., set aside, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

GS1-SL Item #211

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also "DONATION RECORDS." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ENERGY CONSUMPTION AND COST REPORTING RECORDS

GS1-SL Item #401

This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.

RETENTION:

- a) Record copy. One (1) fiscal year from report date.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ENGINEERING RECORDS: INFRASTRUCTURE

GS1-SL Item #344

This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "SUBDIVISION PLANS."

RETENTION:

- a) Record copy. Retain for life of structure/element.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) RECORDS

GS7 Item #148

This record series documents the identification, assessment, and instruction of individual pre-K-12 students tested for or enrolled in an English for Speakers of Other Languages program. For each student, the series may include, but is not limited to: English language aural/oral proficiency test to determine if a student has limited English proficiency (LEP); other test results; recommendations of instructors and other education services staff; evaluations by an LEP committee; documentation of any delays in assessing the student; LEP student plans and plan modifications; progress reports; assessments to determine if student should be reassigned to a different program; and follow-up reviews of former LEP students. This series does not include student surveys completed to identify LEP students; these surveys are covered by "STUDENT EDUCATION RECORDS: CATEGORY B" or "REGISTRATIONS: K-12." Records of ESOL students who are also exceptional students are covered by "EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of or withdrawal/transfer from program provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

GS1-SL Item #167

This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of project, reporting requirement, or other applicable activity.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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ENVIRONMENTAL REGULATION RECORDS: See "Environmental Regulation Compliance Records"

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

GS1-SL Item #103

This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

RETENTION:

- a) Record copy. Four (4) anniversary years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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EQUIPMENT MAINTENANCE/USAGE RECORDS: See "Equipment/Vehicle Maintenance Records" and/or "Equipment/Vehicle Usage Records"

EQUIPMENT REFERENCE FILES

GS1-SL Item #223

This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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EQUIPMENT/VEHICLE MAINTENANCE RECORDS

GS1-SL Item #104

This record series documents service, maintenance, and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION:

- a) Record copy. One (1) fiscal year after disposition of equipment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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EQUIPMENT USAGE RECORDS: See "Equipment/Vehicle Usage Records"

EQUIPMENT/VEHICLE USAGE RECORDS

GS1-SL Item #224

This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION:

- a) Record copy. One (1) calendar year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ESE RECORDS: See "Exceptional Student Education Records"

EVALUATIONS: See "Personnel Records: Florida Retirement System" and/or "Personnel Records: Non-Florida Retirement System (Local Government)" and/or "Personnel Records: OPS/Volunteer/Intern/Temporary Employment"

EVENT RECORDS: See "Public Program/Event Records" and/or "Registration Records: Events"

EXAMINATION MATERIALS: STANDARDIZED

GS7 Item #28

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student performance or level of acquired knowledge. Materials may include, but are not limited to, test answer sheets, exam booklets, directions for administering the test, grading scales or keys, and other testing protocols. Tests may include, but are not limited to, the California Achievement Test (CAT), Scholastic Aptitude Test (SAT), American College Testing (ACT), Armed Services Vocational Aptitude Battery (ASVAB), and any standardized tests administered by the school or the district. This series does not include psychological testing materials.

RETENTION:

- a) Record copy. Ninety (90) days after the test results are posted to the student record.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
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EXAMINATION MATERIALS/RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS

GS7 Item #149

This record series documents examinations administered under Rule 11B-35.0085, *Florida Administrative Code*, Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses. The series may include, but is not limited to, examination booklets, grading logs/scales, and each student's completed examination. Retention is pursuant to Rule 11B-35.0085(5), *Florida Administrative Code*, requiring that, "Examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed."

RETENTION:

- a) Record copy. Two (2) anniversary years from the date examination is completed, provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL

GS7 Item #123

This record series consists of materials used during the administration and recording of standardized psychological, social, and educational evaluations and tests to facilitate measuring student's strengths and deficits for educational programming and planning. Materials may include, but are not limited to, test protocols and booklets, student written responses, examiner observations and assessment notes, and parent and/or teacher behavior rating scales. Tests documented may include, but are not limited to, the Wechsler Intelligence Scales, the Stanford-Binet Intelligence Scale, the Woodcock-Johnson Psychoeducational Batteries, adaptive and behavior rating scales, the Kaufman Test of Educational Achievement, tests for English language proficiency for students tested for or enrolled in an English for Speakers of Other Languages program, and any standardized tests administered by the school's psychologist, social worker, guidance counselor, speech and language pathologist, and other educational diagnosticians.

RETENTION:

- a) Record copy. Three (3) anniversary years after the test results are posted to the student record.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

EXAMINATION REPORTS: STANDARDIZED

GS7 Item #29

This record series consists of those general statistical reports produced as a result of the administration of a standardized examination, including but not limited to state student assessment tests such as the Florida Comprehensive Assessment Test (FCAT) or other tests in Florida's statewide assessment program. These reports include district and school level aggregate reports indicating such information as the percentage of students who passed or failed, areas of general weakness by age or grade level, or statistics demonstrating racial, gender, or development patterns. These reports do not contain student specific results.

RETENTION:

- a) Record copy. Five (5) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
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EXAMINATION RESULTS: STANDARDIZED

GS7 Item #124

This record series consists of the final individual student results of standardized tests, including but not limited to state student assessment tests such as the Florida Comprehensive Assessment Test (FCAT), precursor tests such as the State Student Assessment Test (SSAT) and the High School Competency Test (HSCT), or other tests that might become incorporated into Florida's statewide assessment program. A copy of these results may be sent home with the student. This series does not include the results of practice tests or psychological testing.

RETENTION:

- a) Record copy. One (1) school year after results posted to student record or 3 school years after results released, whichever is sooner.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
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EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS

GS7 Item #125

This record series documents individual students tested for or enrolled in an Exceptional Student Education program. The series contains records relating to evaluation, eligibility determination, and provision of ESE services, including, but not limited to, such records as: staffing checklists or forms; Individual Education Plans (IEPs); Educational Plans (EPS); Family Support Plans (FSPs); parent invitations to attend IEP meetings; notices of re-evaluation; notice of a diploma option; formal notice of denial (into the program, to initiate a formal evaluation, to include a requested component of the IEP, or to make a program or placement change); case histories showing reasons for a student's removal from the regular classroom; parent consent form for testing; and evaluation and re-evaluation reports. These records are used in the FTE audit process. Although these records are defined in Rule 6A-1.0955, *Florida Administrative Code*, Education Records, as part of Category B information, **they have a longer retention than other Category B records for audit purposes.** Please refer to 34 CFR 300, Education, Assistance to States for the education of children with disabilities, and s. 1415(b) of 20 USC Chapter 33, Assistance for Education of All Children with Disabilities, Procedural Safeguards. See also "EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL."

RETENTION:

- a) Record copy. Five (5) fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost
-

EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS: See "Disbursement Records: Summary" and/or "Receipt/Revenue Records: Summary"

EXECUTIVE ORDERS: See "Directives/Policies/Procedures"

EXPENDITURE PLANS: CAPITAL IMPROVEMENT

GS1-SL Item #208

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EXPENDITURE RECORDS: See "Disbursement Records: Detail" and/or "Disbursement Records: Summary" and/or "Purchasing Records"

EXPENDITURE REPORTS: See "Disbursement Records: Detail" and/or "Disbursement Records: Summary" and/or "Purchasing Records"

EXPOSURE RECORDS

GS1-SL Item #227

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees Material Safety Data Sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to Employee Exposure and Medical Records, and 29CFR1910.1030, Bloodborne Pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Thirty (30) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

EXPULSION RECORDS

GS7 Item #31

This record series consists of expulsion notices stating the reasons therefore, and related documentation such as investigative reports, notice of hearing, transcript, recommendations, and final outcome. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #67, "FINAL ORDERS RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years after final disposition.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FACILITY RESERVATION/RENTAL RECORDS

GS1-SL Item #270

This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, RV hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, method of payment, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. The records might also provide a check number, corresponding receipt number, amount, and deposit information. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FALSE ALARM RECORDS

GS1-SL Item #345

This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FAMILY AND MEDICAL LEAVE ACT (FMLA) ATTENDANCE RECORDS: See "Attendance and Leave Records"

FEASIBILITY STUDY RECORDS

GS1-SL Item #106

This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas which are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the "Project Files" items. ***These records may have archival value.***

RETENTION: 3 fiscal years after completion of study. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

GS1-SL Item #157

This record series consists of tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and Period for Keeping Records.

RETENTION:

- a) Record copy. Four (4) years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FEDERAL PROJECT FILES: See "Project Files: Federal"

FEDERAL PROJECT PAID VOUCHERS: See "Vouchers: Federal Projects Paid"

FEE/SERVICE SCHEDULES

GS1-SL Item #271

This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.

RETENTION:

- a) Record copy. Three (3) fiscal years after obsolete or superseded.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FICA REPORTS: See "Social Security Controlled Summary Records"

FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS

GS7 Item #37

This record series documents parent/guardian approval/disapproval for their child to participate in field trips and school activities such as clubs, performance groups, and athletics. Documentation may provide such information as type and purpose of activity, date(s), location(s), emergency contact information, and medical treatment authorization. The series does not include the record copy of any financial documentation. Schools are responsible for ensuring that internal management policies are in place establishing criteria for which authorizations should be retained longer in the event of accidents or other incidents occurring during authorized activities.

RETENTION:

- a) Record copy. Retain until end of school year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FINAL ORDERS RECORDS

GS1-SL Item #67

This record series consists of all final agency orders and any material incorporated by reference, a current final orders hierarchical subject matter index, and a list of all final orders not required to be indexed. "Final order" is defined in Section 120.52, *Florida Statutes*, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." The permanent retention is pursuant to Section 120.53(3), *Florida Statutes*. For retention of supporting documentation such as notices, pleadings, motions, etc., that are not incorporated by reference into the final order see "FINAL ORDERS: SUPPORTING DOCUMENTS." See also "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, *Florida Statutes*, proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."**

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FINAL ORDERS: SUPPORTING DOCUMENTS

GS1-SL Item #396

This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS" and "LITIGATION CASE FILES."

RETENTION:

- a) Record copy. Five (5) anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FINANCIAL ACCOUNT AUTHORIZATION RECORDS

GS1-SL Item #84

This record series consists of an authorization to maintain a bank, investment, or other financial account, and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years after authorization superseded, expired, or cancelled.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FINANCIAL AID RECORDS

GS7 Item #150

This record series consists of student applications, award computations, award notifications, and other records documenting financial aid to students in career and technical education programs.

RETENTION:

- a) Record copy. Five (5) fiscal years after last enrollment provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

GS1-SL Item #346

This record series consists of personal financial information submitted to a local governing body by individuals appointed to local government office. The statements indicate such information as financial status, source(s) of income, etc. ***These records may have archival value.***

RETENTION:

- a) Record copy. Ten (10) fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FINANCIAL HISTORY SUMMARY RECORDS

GS1-SL Item #347

This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS): See "Financial Reports: Annual (Local Government) (Supporting Documents)"

FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)

GS1-SL Item #107

This record series consists of the agency's copies of local government annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual Financial Reports; Local Governmental Entities; Section 218.39, *Florida Statutes*, and Chapters 10.550, 10.800, and 10.850 of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

RETENTION:

- a) Record copy. Ten (10) fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)

GS1-SL Item #108

This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual Financial Reports; Local Governmental Entities; Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FIRE EXTINGUISHER RECORDS: See "Inspection Reports: Fire Extinguisher"

FIRE INSPECTION RECORDS: See "Inspection Records: Fire/Security/Safety"

FIRST REPORT OF INJURY: See "Injury Records" and/or "Vehicle Accident Records" and/or "Workers' Compensation Records"

FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATIONS

GS7 Item #151

This record series consists of certifications submitted by districts to the Department of Education stating that their district's data in the Florida Inventory of School Houses is current and accurate. The certification is filed annually pursuant to State Requirements for Educational Facilities (2007), Section 6.1(7)(c) (incorporated by reference into Rule 6A-2.0010, *Florida Administrative Code*, Educational Facilities). See also "FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS."

RETENTION:

- a) Record copy. One (1) school year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS

GS7 Item #41

This record series documents the type, nature, and size of school facilities, providing such information as design use, square footage, construction characteristics, and year constructed. Districts submit this data to the Department of Education pursuant to Sections 1013.03(3), Functions of the department and the Board of Governors, and 1013.31(1)(d), *Florida Statutes*, Educational plant survey; the retention period indicated is for the copies held by the districts. See also "FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATIONS."

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FOLLOW-UP SURVEYS AND PLACEMENT REPORTS

GS7 Item #152

This record series documents efforts to collect information about former students who have graduated, exited, or completed a public education or training program. Areas surveyed might include, but are not limited to, licensure, industry certification, or job placement. The records might be used for accreditation purposes or as part of the Florida Education & Training Placement Information Program (FETPIP), established to "compile, maintain, and disseminate information concerning the educational histories, placement and employment, enlistments in the United States armed services, and other measures of success of former participants in state educational and workforce development programs" (Section 1008.39, *Florida Statutes*).

RETENTION:

- a) Record copy. Five (5) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FOOD SERVICE ESTABLISHMENT LICENSE RECORDS

GS1-SL Item #402

This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, *Florida Statutes*, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. The licenses expire after one year and so must be renewed annually for the establishment to continue to operate. Records may include, but are not limited to: license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.

RETENTION:

- a) Record copy. Five (5) fiscal years after expiration/suspension/revocation of license.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FOOD SERVICE RECORDS

GS7 Item #153

This record series documents the administration and operation of school food service programs such as the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by 7CFR, Chapter II, Food and Nutrition Service, Department of Agriculture. The series may include, but is not limited to, monthly reports documenting menus, food production, sales tax, meals sold, costs of purchased foods and commodities, reimbursements, and claims; inventories of purchased foods, non-purchased foods, supplies, and small-wares; production records such as monthly and master rosters of students and number of meals served by category, including meal tickets; applications, status notices, and final decision of eligibility for free and reduced price meals; receipt reports; and any other supporting documentation.

RETENTION:

- a) Record copy. Five (5) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING

GS7 Item #126

This record series consists of records of each hearing which shall include the challenge or the decision under appeal, any documentary evidence, and a summary of any oral testimony presented to the hearing official, including the reasons therefore, and a copy of the notification to the parties concerned of the decision of the hearing official. Retention is pursuant to 7CFR245.7(a)(2)(xi), Determining Eligibility For Free And Reduced Price Meals and Free Milk In Schools, Hearing procedure for families and local educational agencies, which requires that "the written record of each hearing shall be preserved for a period of 3 years."

RETENTION:

- a) Record copy. Three (3) anniversary years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FREE AND REDUCED PRICE MEAL APPLICATIONS: See "Food Service Records"

FTE RECORDS: See "Full-Time Equivalency Records"

FUEL TAX REPORTS

GS1-SL Item #213

This record series consists of fuel tax reports submitted monthly to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

FUEL USE REPORTS: See "Equipment/Vehicle Usage Records"

FULL-TIME EQUIVALENCY RECORDS

GS7 Item #154

This record series documents the completion and reporting to the Department of Education of results of student Full-Time Equivalency (FTE) membership surveys of student demographics, enrollment, and attendance by school districts as required by Rule 6A-1.0451, *Florida Administrative Code*, Florida Education Finance Program Student Membership Surveys. The series may include, but is not limited to, district certification, school certification, course schedules, correspondence, memoranda, attendance records, annual FTE projections, and other related documentation. Retention is pursuant to Rule 6A-1.04513, *Florida Administrative Code*, Maintaining Auditable FTE Records.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

FUNDS WIRE TRANSFER CONFIRMATIONS

District Item #35

This records series consists of, but is not limited to, letters which confirm a request for transfer of bank funds or other funds.

RETENTION:

- a) Record copy. Retain four (4) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

GAS TICKETS: See "Equipment/Vehicle Usage Records"

GENERAL EDUCATIONAL DEVELOPMENT (GED) DIPLOMA REGISTRATION RECORDS

GS7 Item #56

This record series consists of applications of students registered to take the General Educational Diploma (GED, formerly known as the General Equivalency Diploma) test and a copy of the notification letter (card, sticker, etc.) sent to the student by the Department of Education. The notification may be placed in or on the student's permanent record, if available, but is not required. The score sheet, completed by the student, is sent to the Department of Education. The GED test booklets must be returned to the American Council on Education (ACE) as required by ACE. Pre-test materials such as the Tests of Adult Basic Education (TABE) or Locator are scheduled under "SKILL MASTERY RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

GENERAL LEDGERS: ANNUAL SUMMARY: See "Financial History Summary Records"

GENERAL LEDGERS: SUPPORTING DOCUMENTS: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS

GS1-SL Item #381

This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE

GS1-SL Item #382

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."

RETENTION:

- a) Record copy. One (1) anniversary year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

GS1-SL Item #383

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent.** State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA

GS1-SL Item #384

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This record series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GRADE RECORDS: FINAL

GS7 Item #57

This record series consists of student final grades and may include school copies of report cards; grades entered into automated systems which generate report cards and transcripts; or other forms of documentation of final grades. See also "GRADE RECORDS: INTERIM GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

RETENTION:

- a) Record copy. Retain until posted to permanent record.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

GRADE RECORDS: INTERIM GRADES

GS7 Item #58

This record series consists of student interim grades and may include school copies of report cards or progress reports; grades entered into automated systems which generate report cards or progress reports; or other forms of documentation of interim grades. See also "GRADE RECORDS: FINAL GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

GRADE RECORDS: TEACHER GRADE BOOKS

GS7 Item #59

This record series consists of records of student grades maintained by teachers. These records may be used in the Full-Time Equivalency (FTE) audit. See also "GRADE RECORDS: FINAL GRADES" and "GRADE RECORDS: INTERIM GRADES."

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

GRANT FILES: GRANTOR AGENCY

GS1-SL Item #109

This record series documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all grant applications (funded and unfunded); notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative, and financial reports submitted by recipient agencies; and supporting documentation. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." *These records may have archival value.*

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of grant cycle. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GRANT FILES: RECIPIENT

GS1-SL Item #348

This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of project.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

GS1-SL Item #349

This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. **NOTE: For unfunded applications received by grantor agencies, use GRANT FILES: GRANTOR AGENCY.** See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. One (1) anniversary year after receipt of denial notification.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

GRIEVANCE FILES

GS1-SL Item #110

This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), *Florida Statutes*, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Three (3) fiscal years after settlement.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

HALL PASSES

GS7 Item #127

This record series consists of hall passes authorizing students to leave class for another point on campus. The pass may indicate such information as, the name of the student, the authorizing signature, the time departed, the destination, and the reason.

RETENTION:

- a) Record Copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS

GS7 Item #62

This record series consists of the annual report sent to the Health, Education, and Welfare Department, showing record of project activities, progress, and statistics. See also "HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS."

RETENTION:

- a) Record copy. Three (3) anniversary years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS

GS7 Item #63

This record series consists of documents (forms and back-up material) submitted to the Office of Civil Rights for their corresponding review. See also "HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS."

RETENTION:

- a) Record copy. Three (3) anniversary years after final report.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

HEALTH IMMUNIZATION CERTIFICATION

GS7 Item #155

This record series documents certification of immunization against communicable diseases for which immunization is required by the Department of Health prior to admittance to or attendance at school. Retention pursuant to Section 1003.22(4), *Florida Statutes*, which requires that, "Such certification shall be made on forms approved and provided by the Department of Health and shall become a part of each student's permanent record..."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

HEALTH IMMUNIZATION NOTICE OF NONCOMPLIANCE

GS7 Item #128

This record series consists of letters or notices informing parents, guardians, or adult students that they are not in compliance with Florida's immunization standards. The notice may indicate a deadline for compliance and describe the penalties for noncompliance.

RETENTION:

- a) Record copy. Retain until in compliance or end of school year, whichever occurs first.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE

GS1-SL Item #350

This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, and chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to Employee Exposure and Medical Records; and 29CFR1910.1030, Bloodborne Pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Thirty (30) years after termination, retirement, or separation from employment
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

HEARINGS: PUBLIC: See "Advertisements: Legal"

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS

GS1-SL Item #324

This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103). Per 45CFR164.106(a)(2)(iii)(C), "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Retention is pursuant to 45CFR164.105(c)(2). See also "PROTECTED HEALTH INFORMATION" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of designation or from the date when it last was in effect, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS

GS1-SL Item #325

This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b). Retention is pursuant to 45CFR164.316(b)(2). See also "PROTECTED HEALTH INFORMATION" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of creation or from the date when it last was in effect, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

HOME EDUCATION PROGRAM RECORDS

GS7 Item #156

This record series documents parents' intentions to establish and maintain or terminate a home education program. Section 1002.41(1)(a), *Florida Statutes*, requires parents to notify the district school superintendent of the county in which the parent resides when the program is established and when it is terminated. The series may include, but is not limited to, registration forms; termination forms; test scores; correspondence; copies of student transcripts; annual educational evaluation required by Section 1002.41(1)(c), *Florida Statutes*, Home education programs; and other supporting documentation. Information provided on the forms include parent and student names, address, phone numbers, date of birth, student's last school attended, grade level completed or attended, and parent's signature.

RETENTION:

- a) Record copy. Four (4) anniversary years after completion or termination of program.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

HOMEBOUND/HOSPITAL PROGRAM RECORDS

GS7 Item #157

This record series documents students participating in programs for students who have been medically diagnosed as having a physical or psychiatric condition which confines the student to home or hospital and restricts activities for an extended period of time. The series may include, but is not limited to, student applications; individual student contact logs; contact information for students and instructors; annual medical statements; and evaluation of educational needs (for instance, textbooks). Records created pursuant to Rule 6A-6.03020, *Florida Administrative Code*, Specially Designed Instruction for Students Who Are Homebound or Hospitalized.

RETENTION:

- a) Record copy. Three (3) school years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

IN-SERVICE EDUCATION RECORDS

GS7 Item #65

This record series documents continuing professional education programs conducted for faculty and/or staff. The records provide such information as component name and identification number, objectives, description of activities, component evaluation, budget, names of participants, and performance records. Documentation of individual participation should be filed with the individual's personnel file.

RETENTION:

- a) Record copy. Five (5) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

INCIDENT REPORT FILES

GS1-SL Item #241

This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "INJURY RECORDS."

RETENTION:

- a) Record copy. Four (4) anniversary years from date of incident.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INCIDENT/INVESTIGATION REPORTS: See "Incident Report Files"

INFORMATION REQUEST RECORDS

GS1-SL Item #23

This record series consists of correspondence accumulated in answering inquiries from the public. The series may include requests for: publications or services provided by the agency; inspection and/or copies of public records; confirmation of meeting or event times/dates/locations; information on outstanding liens; and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).

RETENTION:

- a) Record copy. One (1) fiscal year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INJURY RECORDS

GS1-SL Item #188

This record series consists of investigations, logs, and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION RECORDS." Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INCIDENT REPORT FILES."

RETENTION:

- a) Record copy. Five (5) calendar years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

GS1-SL Item #193

This record series consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety, health, and security. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "DISASTER PREPAREDNESS DRILL RECORDS."

RETENTION:

- a) Record copy. Four (4) calendar years after inspection.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INSPECTION REPORTS: FIRE EXTINGUISHER

GS1-SL Item #219

This record series consists of annual fire extinguisher inspection reports required by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(e)(3) relating to portable fire extinguishers.

RETENTION:

- a) Record copy. One (1) anniversary year or life of equipment, whichever is sooner.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INSPECTOR'S ROUTE SHEETS: DAILY

GS1-SL Item #277

This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. **NOTE:** This record may also be part of the building permit records. See also "PERMITS: BUILDING."

RETENTION:

- a) Record copy. Three (3) fiscal years
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSURANCE RECORDS: AGENCY

GS1-SL Item #111

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, etc., on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates.

RETENTION:

- a) Record copy. Five (5) fiscal years after final disposition of claim or expiration of policy.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INTERNAL AUDIT REPORTS: See "Audits: Internal"

INTERNAL MANAGEMENT STUDIES: See "Management Surveys/Studies: Internal"

INTERNAL SURVEYS/STUDIES: See "Management Surveys/Studies: Internal"

INTERNSHIP RECORDS: STUDENT

GS7 Item #129

This record series consists of records related to a school district's placement of a high school or adult student in an internship as part of the student's educational program. This series may include, but is not limited to: an agreement between the employer and the district detailing the rights and responsibilities of the district, the employer, and the student; intern code of conduct; class waivers; acceptance or denial letters; resumes; correspondence; parental permission to participate; intern evaluations by employer or school official; applications for an internship; job descriptions; and interview information. These programs are often associated with career and technical education such as Diversified Career Technology (DCT) or Distributive Education Clubs of America (DECA) or go by other names such as Executive/Senior Internship or Junior Achievement's Business Basics.

RETENTION:

- a) Record copy. Five (5) fiscal years after completion or termination of internship.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVENTORY: AGENCY PROPERTY

GS1-SL Item #40

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies which may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INVENTORY: AGENCY RECORDS

GS1-SL Item #319

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may include documentation of transmittal of records to an offsite storage facility.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INVENTORY RECORDS (SUPPLIES): See "Inventory: Agency Property"

INVENTORY RECORDS: PHYSICAL: See "Inventory: Agency Property"

INVENTORY/PROPERTY CONTROL RECORDS: EXPENDABLE: See "Inventory: Agency Property"

INVENTORY/PROPERTY CONTROL RECORDS: FIXED ASSETS: See "Inventory: Agency Property"

INVESTIGATIVE RECORDS: INSPECTOR GENERAL

GS1-SL Item #351

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated or released by the Office of the Inspector General of any agency. The series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), *Florida Statutes*. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

RETENTION:

- a) Record copy. Five (5) anniversary years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INVESTMENT RECORDS

GS1-SL Item #278

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. ***These records may have archival value.***

RETENTION:

- a) Record copy. Ten (10) fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

INVOICES: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

JTPA (JOB TRAINING PARTNERSHIP ACT) RECORDS: See "Employment Assistance Program Records" and/or "Employment Assistance Program Nonexpendable Property Records"

JOB ADVERTISEMENTS: See "Position Description Records"

JOB APPLICATIONS: See "Position Description Records"

JOB DESCRIPTIONS: See "Position Description Records"

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS: See "Employment Assistance Program Records" and/or "Employment Assistance Program Nonexpendable Property Records"

JOURNAL TRANSACTIONS (DAILY): See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

JOURNAL TRANSACTIONS (MONTHLY SUMMARY): See "Disbursement Records: Summary" and/or "Receipt/Revenue Records: Summary"

JOURNALS: VOUCHERS: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

JURY DUTY SUMMONS: See "Attendance and Leave Records"

KEY AND BADGE ISSUANCE RECORDS: See "Access Control Records"

LAND APPRAISALS: See "Real Property Records: Property Acquired" and/or "Real Property Records: Property Not Acquired"

LAND DEVELOPMENT AND PLANNING PROJECT FILES

GS1-SL Item #352

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS

GS1-SL Item #403

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."

RETENTION:

- a) Record copy. Twenty (20) anniversary years after project denied or abandoned.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS **GS1-SL Item #404**

This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are *not* brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."

RETENTION:

- a) Record copy. Ten (10) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS **GS1-SL Item #353**

This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecast, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED" and "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LEASES: CAPITAL IMPROVEMENT: See "Contracts/Leases/Agreements: Capital Improvement/Real Property"

LEASES: NON-CAPITAL IMPROVEMENT: See "Contracts/Leases/Agreements: Non-Capital Improvement"

LEASES: REAL PROPERTY: See "Contracts/Leases/Agreements: Capital Improvement/Real Property"

LEAVE SLIPS: See "Attendance and Leave Records"

LEAVE TRANSACTION REPORTS: See "Attendance and Leave Records"

LEGAL OPINIONS: See "Opinions: Legal" and/or "Opinions: Legal (Supporting Documents)"

LEGISLATION RECORDS **GS1-SL Item #119**

This record series documents the development of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. *These records may have archival value.*

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LESSON PLAN RECORDS

GS7 Item #67

This record series consists of the lesson plan books or other records used by each teacher for the classes or subjects they are teaching.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

LIBRARY ACQUISITION RECORDS: See "Administrative Support Records"

LIBRARY CARD RECORDS: See "Administrative Support Records"

LIBRARY CIRCULATION RECORDS: See "Administrative Support Records"

LIBRARY SHELF LIST: See "Administrative Support Records"

LICENSES: CERTIFICATE OF COMPETENCY RECORDS

GS1-SL Item #253

This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes*, Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."

RETENTION:

- a) Record copy. Three (3) fiscal years after the file is closed due to non-renewal and/or revocation of license.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)

GS1-SL Item #254

This record series consists of a "certificate of competency" license for a temporary licensed contractor, applying for a current certificate of competency issued by the "local governing authority's" jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes*, Sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."

RETENTION:

- a) Record copy. One (1) anniversary year after expiration, revocation, or denial of license.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LIEN DOCUMENTATION FILES

GS1-SL Item #405

This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.

RETENTION:

- a) Record copy. Five (5) fiscal years after satisfaction of lien.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LICENSES: OCCUPATIONAL: See "Business Tax Receipt Records/Occupational Licenses"

LITIGATION CASE FILES

GS1-SL Item #27

This record series consists of legal documents, notes, reports, background material, etc., created or received in preparing for, or engaging in, litigation of legal disputes. See also "FINAL ORDERS RECORDS," "OPINIONS: LEGAL," and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

RETENTION:

- a) Record copy. Five (5) anniversary years after case closed or appeal process expired.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LOBBYIST REGISTRATION RECORDS

GS1-SL Item #387

This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity, expense reports, and correspondence.

RETENTION:

- a) Record copy. Five (5) fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LOCAL GOVERNMENT MILEAGE REPORTS

GS1-SL Item #390

This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, *Florida Statutes*, to provide mileage data as part of their annual financial reporting. The report provides the number of miles of paved and unpaved roads within the corporate limits of the town.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

LOCATOR: See "Skill Mastery Records"

LOGS: SIGN-IN (COMMUNITY SERVICE): See "Attendance Records: Community Service"

LOST AND FOUND RECORDS

GS1-SL Item #354

This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, detailed description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MAIL RECEIPTS: See "Mail: Registered and Certified"

MAIL: REGISTERED AND CERTIFIED

GS1-SL Item #47

This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MAIL: UNDELIVERABLE/RETURNED

GS1-SL Item #1

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings. **NOTE:** In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MAILING/CONTACT LISTS

GS1-SL Item #29

This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, *Florida Statutes*, Purging of Publication Mailing Lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MAINTENANCE RECORDS: EQUIPMENT: See "Equipment/Vehicle Maintenance Records"

MAINTENANCE RECORDS: VEHICLE: See "Equipment/Vehicle Maintenance Records"

MANAGEMENT SURVEYS/STUDIES: INTERNAL

GS1-SL Item #30

This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not include reports prepared by consultants. The final compilation of the data may be produced as a report which may be scheduled under a different record series depending on the nature and depth of the survey/study (for instance, "FEASIBILITY STUDY RECORDS," "OPERATIONAL AND STATISTICAL REPORT RECORDS," or "PROJECT FILES" items).

RETENTION:

- a) Record copy. One (1) calendar year after completion of data collection or release of report, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MAPS: SCHOOL BOUNDARY

GS7 Item #68

This record series consists of maps depicting individual school boundaries for the purposes of enrollment or busing. The series may also include supporting documentation detailing relocation of school boundaries and reasons for the changes.

RETENTION:

- a) Record copy. Three (3) school years after updated.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

MAPS: HIGHWAY: See "Maps: Originals"

MAPS: ORIGINALS

GS1-SL Item #280

This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of the Court under Sections 177.111, 177.131, 177.132, or 337.2735, *Florida Statutes*, or with the State Land Office under Section 253.031, *Florida Statutes*. See also "SUBDIVISION PLANS."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MAPS: RIGHT-OF-WAY: See "Maps: Originals" and/or "Comprehensive Master Plans: Adopted (Supporting Documents)"

MAPS: SECTIONAL: See "Maps: Originals"

MAPS: SUBDIVISION PLATS: See "Subdivision Plans"

MAPS: SUPPORTING DOCUMENTS: See "Maps: Originals" and/or "Comprehensive Master Plans: Adopted (Supporting Documents)"

MATERIALS SAFETY RECORDS: See "Exposure Records"

MEDICAL RECORDS

GS1-SL Item #212

This record series consists of routine health examination records *not* required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be part of the personnel file. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Five (5) calendar years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MEDICAL RECORDS: VETERAN SERVICES

GS1-SL Item #311

This record series consists of, but is not limited to, duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans.

RETENTION:

- a) Record copy. Seven (7) fiscal years after last discharge or last entry.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MEDICAL/HEALTH CARE RECORDS: STUDENT

GS7 Item #158

This record series documents medical or health-related care, treatment, and screening provided to students by or in the school or child care setting. Records may be maintained at the school by a school nurse, physician, or other recognized medical practitioner. The records may include, but are not limited to, student identification; complaint or reason for seeking care; present illness; personal medical history; medical treatment information; and records of medication and dosage administered. The series also includes written notices from parents/guardians authorizing the school to administer prescription and nonprescription medicine to their child, and written notices from parents/guardians and doctors authorizing a student to self-administer medication. Please refer to Rule 65C-22.004, *Florida Administrative Code*, Health Related Requirements, for specific authorization requirements in child care settings. Retention is pursuant to Section 95.11, *Florida Statutes*, Statute of Limitations on medical malpractice.

RETENTION:

- a) Record copy. Seven (7) anniversary years after last patient/student contact.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

MICROGRAPHICS: QUALITY CONTROL RECORDS

GS1-SL Item #282

This record series consists of, but is not limited to, test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), *Florida Administrative Code*.

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MILITARY ORDERS: See "Attendance and Leave Records"

MILLAGE AND BOND ELECTION RECORDS

GS7 Item #70

This record series documents elections held to approve or reject proposed sale of bonds or an ad valorem tax millage for school improvements. Records may include, but are not limited to, School Board request to the county for the election; ballot language; and the results of the election from the Supervisor of Elections.

RETENTION:

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINORITY APPOINTMENT REPORTING RECORDS

GS1-SL Item #406

This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, *Florida Statutes*, Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.

RETENTION:

- a) Record copy. Four (4) anniversary years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINORITY BUSINESS CERTIFICATION CASE FILES

GS1-SL Item #169

This record series consists of case files documenting women and minority owned companies that have applied to the agency for certification as a certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, and in accordance with Section 287.0943, *Florida Statutes*, Certification of Minority Business Enterprises. The series may include, but is not limited to, application for certification; documentation verifying minority ownership and control of the business; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MINUTES: OFFICIAL MEETINGS

GS1-SL Item #32

This record series consists of the official record of official meetings, defined in Section 286.011(1), *Florida Statutes*, as, "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items. This series does not include documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, reservations and confirmations, etc., which are covered by Administrative Support Records. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)," and "MINUTES: OTHER MEETINGS." **These records may have archival value.**

RETENTION:

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/AUDIO/VISUAL RECORDINGS): See "Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)"

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) GS1-SL Item #4

This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), *Florida Statutes*. See also "MINUTES: OFFICIAL MEETINGS" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

RETENTION:

- a) Record copy. Two (2) anniversary years after adoption of the official minutes or certification of transcript.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) GS1-SL Item #123

This record series consists of supporting documents for minutes and agendas generated by official meetings. These records provide information necessary for completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, roll call sheets and sign-in sheets for speakers. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," and "MINUTES: OTHER MEETINGS."

RETENTION:

- a) Record copy. Two (2) anniversary years after adoption of the official minutes or certification of transcript.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

MINUTES: OTHER MEETINGS GS1-SL Item #33

This record series consists of minutes and all supporting documentation from meetings which are not official meetings as defined in Section 286.011(1), *Florida Statutes*. ***These records may have archival value.***

RETENTION:

- a) Record copy. One (1) anniversary year after date of meeting. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM GS1-SL Item #355

This series consists of records relating to the Federal Emergency Management Administration's Community Rating System (CRS) program, which allows for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. Local governments must recertify annually and undergo in-depth program review/verification every five years. See 44CFR, Emergency Management and Assistance.

RETENTION:

- a) Record copy. Retain for duration of participation in program.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS GS1-SL Item #356

This series consists of records documenting federally-funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c and d. See 44CFR, Emergency Management and Assistance.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS **GS1-SL Item #357**

This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

NEWS RELEASES **GS1-SL Item #34**

This record series consists of news releases distributed by the agency and/or received from other offices for informational purposes. See also "PUBLIC INFORMATION FILES" and "PUBLICATION PRODUCTION RECORDS." ***These records may have archival value.***

RETENTION:

- a) Record copy. 90 days. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

NOISE EXPOSURE MEASUREMENT RECORDS **GS1-SL Item #283**

This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping - Record Retention.

RETENTION:

- a) Record copy. Two (2) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

OPERATIONAL AND STATISTICAL REPORT RECORDS **GS1-SL Item #124**

This record series consists of daily, weekly, monthly, semi-annual, and annual narrative and statistical reports of office operations made within and between agency departments. It may also include activity reports demonstrating the productivity of individual employees or the work tasks completed for a period of time (daily, weekly, hourly, etc.). These are internal agency reports used by management to monitor or improve agency administration or for reference purposes when developing broader agency reports. These are not official annual reports that each agency is required to submit to its governing authority. See also "MANAGEMENT SURVEYS/STUDIES: INTERNAL" and "PROJECT FILES" items.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

OPINIONS: LEGAL **GS1-SL Item #26**

This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency's functions, responsibilities, and authority. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

RETENTION:

- a) Record copy. **Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

GS1-SL Item #125

This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." *These records may have archival value.*

RETENTION:

- a) Record copy. Three (3) fiscal years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ORDINANCES

GS1-SL Item #228

This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent.** *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ORDINANCES: SUPPORTING DOCUMENTS

GS1-SL Item #229

This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, etc. See also "ORDINANCES." *These records may have archival value.*

RETENTION:

- a) Record copy. Five (5) anniversary years after adoption of ordinance. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

ORGANIZATION CHARTS

GS1-SL Item #126

This record series consists of organizational charts that show lines of authority and responsibility agency wide, within and between the various departments of the agency. See also "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

P-CARD (PURCHASING CARD) RECEIPTS: See "Disbursement Records: Detail"

PAID PURCHASE ORDER LOGS: See "Purchasing Records" and/or "Disbursement Records: Detail"

PARENT/GUARDIAN CONSENTS FOR PHOTOGRAPHIC/VIDEO/AUDIO RECORDING OF STUDENT **GS7 Item #159**

This record series consists of parent or guardian consents to make and use photographic, video, or audio recordings of students. The record may include, but is not limited to, the name of the student, name and signature of parent/guardian, name of school, purposes for which records may be used, and any limitations on use of records. Records may be made for such purposes as publication in a district newsletter, posting on a school website, use by school counseling interns to improve counseling skills, or other purposes.

RETENTION:

- a) Record copy. Three (3) school years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

PARENTAL AUTHORITY RECORDS

GS7 Item #160

This record series consists of documentation empowering a person other than the custodial parent(s) to exercise parental authority. Parental authority records may include, but are not limited to, notarized statements of Power of Attorney, court documentation awarding guardianship, foster care placement documentation, and related records.

RETENTION:

- a) Record copy. Three (3) school years after the records are no longer in effect or student no longer registered with the school district, whichever occurs first.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

PARKING DECAL/PERMIT RECORDS

GS1-SL Item #127

This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."

RETENTION:

- a) Record copy. Two (2) fiscal years after expiration or cancellation of parking privileges.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PARKING DECAL/PERMIT RECORDS: STUDENTS

GS7 Item #161

This record series consists of applications for parking decals or permits allowing students to park in designated areas, lots, or spaces, along with any related documentation.

RETENTION:

- a) Record copy. Retain as long as decal/permit is in effect.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PAYMENT CARD SENSITIVE AUTHENTICATION DATA

GS1-SL Item #395

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 1.2, October 2008 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.

RETENTION:

- a) Record copy. Destroy immediately upon completion of transaction.
 - b) Duplicates. Destroy immediately upon completion of transaction.
-

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GS1-SL Item #385

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

RETENTION:

- a) Record copy. Five (5) fiscal years after file becomes inactive.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

GS1-SL Item #129

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care, etc. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS

GS1-SL Item #183

This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PAYROLL RECORDS: NOT POSTED

GS1-SL Item #214

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. Fifty (50) calendar years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PAYROLL RECORDS: POSTED

GS1-SL Item #35

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PAYROLL RECORDS: SUPPORTING DOCUMENTS

GS1-SL Item #195

This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PENSION RECORDS: PLAN/FUND

GS1-SL Item #358

This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PENSION RECORDS: RETIREES

GS1-SL Item #359

This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. Five (5) fiscal years after final payment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

GS1-SL Item #408

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects. The bonds can be "cashed in" if the work is not complete or satisfactory. Once the work is completed satisfactorily, the bond is returned to the contractor or developer. The series may include, but is not limited to, bond release letters which let the contractor or developer know the bond is released, and return letters which accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.

RETENTION:

- a) Record copy. Five (5) fiscal years after release, return or expiration of bond.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERIODIC PROGRESS REPORTS: INTERNAL: See "Operational and Statistical Report Records" and/or "Management Surveys/Studies: Internal"

PERMITS: BUILDING

GS1-SL Item #286

This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See Chapters 125 and 166, *Florida Statutes*, regarding local government permitting authority; Section 553.79, *Florida Statutes*, Permits; applications; issuance; inspections; Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

RETENTION:

- a) Record copy. Ten (10) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS: CONFINED SPACE ENTRY

GS1-SL Item #284

This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

RETENTION:

- a) Record copy. One (1) anniversary year after cancellation of permit.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS: MINING (LOCAL GOVERNMENT)

GS1-SL Item #287

This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by Chapters 125 and 163, *Florida Statutes*. The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as: copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.

RETENTION:

- a) Record copy. One (1) anniversary year after expiration, revocation, or denial of Certificate of Approval.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERMITS: SIGNS (LOCAL GOVERNMENT)

GS1-SL Item #288

This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by Chapters 125 and 166, *Florida Statutes*, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes* (see especially Section 479.07(3)(b), *Florida Statutes*). Included in this series are the applications and supporting documents.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)

GS1-SL Item #360

This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when no permitting fee is required.

RETENTION:

- a) Record copy. One (1) anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)

GS1-SL Item #361

This record series consists of applications for, and approvals and disapprovals of, permits for special events, including but not limited to, temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when a permitting fee is required.

RETENTION:

- a) Record copy. Five (5) fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS: TREE REMOVAL (NO PERMITTING FEE)

GS1-SL Item #362

This record series consists of applications for, and approvals or denials of, permits for removal of trees when no permitting fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.

RETENTION:

- a) Record copy. One (1) anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS: TREE REMOVAL (PERMITTING FEE)

GS1-SL Item #363

This record series consists of applications for, and approvals or denials of, permits for removal of trees when a permitted fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.

RETENTION:

- a) Record copy. Five (5) fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERMITS/BUILDING: APPLICATIONS: See "Permits: Building" and/or "Architectural/Building Plans and Permits: Abandoned/Withdrawn"

PERSONNEL EVALUATIONS: See "Personnel Records: Florida Retirement System" and/or "Personnel Records: Non-Florida Retirement System (Local Government)" and/or "Personnel Records: OPS/Volunteer/Intern/Temporary Employment"

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE: See "Disciplinary Case Files: Employees"

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

GS1-SL Item #19

This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures, and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Twenty Five (25) fiscal years after separation or termination of employment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERSONNEL RECORDS: LOCATOR: See "Staff Administration Records"

PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)

GS1-SL Item #162

This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Fifty (50) fiscal years after separation or termination of employment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

GS1-SL Item #66

This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Three (3) fiscal years after separation or termination of employment.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERSONNEL RECORDS: SCHEDULES: See "Work Schedules"

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

GS1-SL Item #378

This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PERSONNEL RECORDS TRANSACTION POSTING JOURNAL

District Item #61

This record series consists of a hand-written journal which outlines each transaction performed by the Employee Records and Information Services Department. Examples of transaction listings include, but are not limited to, personnel transfers, hour changes, resignations, leaves (sick/medical/personal/maternity), promotions and additions of new employees.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PETTY CASH DOCUMENTATION RECORDS

GS1-SL Item #202

This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "DISBURSEMENT RECORDS: DETAIL" and "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PLANS: See "Architectural/Building Plans: Commercial" and/or "Architectural/Building Plans Residential" and/or "Architectural/Building Plans: Preliminary Drawings"

POLICIES: See "Directives/Policies/Procedures"

POSITION DESCRIPTION RECORDS

GS1-SL Item #38

This record series documents the specifically assigned duties and responsibilities for a particular position including, but not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."

RETENTION:

- a) Record copy. Two (2) anniversary years after superseded.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

POSTAGE/SHIPPING RECORDS

GS1-SL Item #133

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS: See "Publication Production Records" and/or "Public Information Files"

PRESS RELEASES: See "News Releases"

PROBATION RECORDS

GS1-SL Item #320

This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).

RETENTION:

- a) Record copy. Five (5) calendar years after case closed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROCLAMATIONS

GS1-SL Item #142

This record series consists of a governing body's proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring "Water Conservation Month," "Law Enforcement Appreciation Week," or "Emancipation Proclamation Day." The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support. See also "CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "RESOLUTIONS." *These records may have archival value.*

RETENTION:

- a) Record copy. Two (2) calendar years after date of issuance. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROCUREMENT RECORDS: See "Disbursement Records: Detail"

PROFESSIONAL ORIENTATION PROGRAM RECORDS: See "Personnel Records" or "Personnel Records: Supplemental Documentation" or "Training Material Records"

PROGRAM/SUBJECT/REFERENCE FILES: See "Subject/Reference Files"

PROGRESS REPORTS: See "Operational and Statistical Report Records" and/or "Management Survey/Studies: Internal"

PROJECT FILES: CAPITAL IMPROVEMENT

GS1-SL Item #136

This record series documents capital improvement projects in progress and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION:

- a) Record copy. Ten (10) fiscal years after completion of project.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROJECT FILES: FEDERAL

GS1-SL Item #137

This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable agency and/or the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "GRANT FILES: RECIPIENT," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of project.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROJECT FILES: NON-CAPITAL IMPROVEMENT

GS1-SL Item #138

This record series documents projects in progress and/or project proposals which may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of project.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROJECT FILES: OPERATIONAL

GS1-SL Item #291

This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROMOTION/TRANSFER RECORDS

GS1-SL Item #139

This record series consists of applications for promotion or transfer within the agency, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Four (4) calendar years after selection is finalized or confirmed.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROPERTY ACCOUNTABILITY AND MAINTENANCE: See "Property Control Records" and/or "Inventory: Agency Property"

PROPERTY CONTROL RECORDS

GS1-SL Item #222

This record series documents all property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."

RETENTION:

- a) Record copy. Retain until completion of the next physical inventory after the equipment leaves service.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROPERTY LISTS: See "Inventory: Agency Property"

PROPERTY TRANSFER RECORDS

GS1-SL Item #41

This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."

RETENTION:

- a) Record copy. One (1) fiscal year provided a physical inventory has been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS

GS1-SL Item #326

This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information. The records are required HIPAA documentation per 45CFR164.524(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of creation or from the date when it was last in effect, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS

GS1-SL Item #327

This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for amendment of protected health information. The records are required HIPAA documentation per 45CFR164.526(f). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of creation or from the date when it was last in effect, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

GS1-SL Item #328

This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b) and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a)(1) and 164.528(a)(3). See also "HIPAA" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of disclosure.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS

GS1-SL Item #329

This record series consists of a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any correspondence relating to the policies or their revision. The records are required HIPAA documentation per 45CFR164.528(j). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of creation or from the date when it was last in effect, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

GS1-SL Item #330

This record series consists of records of all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164.530(d) and 164.530(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

RETENTION:

- a) Record copy. Six (6) anniversary years from date of creation or from the date when it was last in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PUBLIC DEPOSITOR ANNUAL REPORT RECORDS

GS1-SL Item #389

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DI4-1009 or equivalent DOR form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, this series may also include documentation of authorization to execute this report. Documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PUBLIC HEARINGS/NOTICES: "Advertisements: Legal"

PUBLIC INFORMATION FILES

GS1-SL Item #128

This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, etc. The series may include, but is not limited to, speeches (including outlines, speaking points, and drafts), photographs or other illustrations used in agency publications or displays, and examples of brochures, handouts, or other items meant for public distribution. **NOTE:** Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS." *These records may have archival value.*

RETENTION:

- a) Record copy. Ninety (90) days. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PUBLIC INQUIRIES: See "Information Request Records"

PUBLIC PROGRAM/EVENT RECORDS

GS1-SL Item #238

This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, and audio and/or video recordings. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency. See also "REGISTRATION RECORDS: EVENTS."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion of contract or program/event, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED: See "Public Program/Event Records"

PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED: See "Public Program/Event Records"

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

GS1-SL Item #392

This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under Sections 119.071 (general exemptions), 493.6122 (private investigative, private security, and repossession services), and 741.465 (domestic violence victims), *Florida Statutes*, and other applicable sections; and redaction requests to Clerks of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

RETENTION:

- a) Record copy. Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is sooner.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PUBLIC RECORDS REQUESTS: See "Information Request Records"

PUBLIC SCHOOLS STAFF SURVEY FILES

GS7 Item #33

This record series documents surveys of school instructional personnel conducted each fall pursuant to Section 1001.03(5) and 1012.07, *Florida Statutes*, Identification of Critical Teacher Shortage Areas; and Rule 6A-20.0131, *Florida Administrative Code*, Critical Teacher Shortages. The series may include, but is not limited to, Form ESE 058, Public Schools Staff Survey-New Hires – Instructional Personnel (or equivalent form) and any supporting documentation. Survey data is submitted to the Department of Education.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits are released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

PUBLICATION AND MEDIA ITEM RECORDS: See "Publication Production Records"

PUBLICATION PRODUCTION RECORDS

GS1-SL Item #198

This record series consists of records used to generate publications such as catalogs, pamphlets, leaflets, and other media items. The series may include, but is not limited to, rough, blue lined, camera-ready, and final copies, as well as illustrations (e.g., cropped photographs). See also "NEWS RELEASES" and "PUBLIC INFORMATION FILES."

RETENTION:

- a) Record copy. Retain until receipt of final, published copy.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PURCHASE ORDER LOGS: See "Disbursement Records: Detail" and/or "Purchasing Records"

PURCHASE ORDERS: See "Disbursement Records: Detail" and/or "Purchasing Records"

PURCHASING CARD (P-CARD) RECEIPTS: See "Disbursement Records: Detail"

PURCHASING RECORDS

GS1-SL Item #42

This record series consists of copies of purchase orders which are retained by the originating office while another is sent to the Purchasing/Business Office and the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions sent by the originating office to supply, purchasing, graphics, duplicating, or other sections for action; copies of receiving reports; and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

PURCHASE REQUISITIONS: See "Disbursement Records: Detail" and/or "Purchasing Records"

RADIO LOGS

GS1-SL Item #292

This record series consists of a log recording the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION:

- a) Record copy. One (1) fiscal year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RAIN CHECKS

GS1-SL Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide date rain check was issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

REAL ESTATE RECORDS: CONDEMNATION/DISPOSAL: See "Real Property Records: Condemnation/Demolition"

REAL PROPERTY ACQUISITION AND DISPOSITION FILES: See "Real Property Records: Property Acquired" and/or "Real Property Records: Condemnation/Demolition"

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

GS1-SL Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION:

- a) Record copy. Five (5) anniversary years after final action.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

GS1-SL Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION:

- a) Record copy. Three (3) fiscal years after agency's final disposition of property.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

GS1-SL Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECEIPT BOOKS: CASH: See "Receipt/Revenue Records: Detail"

RECEIPTS: REGISTERED AND CERTIFIED MAIL: See "Mail: Registered and Certified"

RECEIPT/REVENUE RECORDS: DETAIL

GS1-SL Item #365

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECEIPT/REVENUE RECORDS: SUMMARY

GS1-SL Item #366

This series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION:

- a) Record copy. Ten (10) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECEIVING REPORTS: See "Disbursement Records: Detail" and/or "Purchasing Records"

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS: See "Records Management Compliance Statements"

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS: See "Records Management Compliance Statements"

RECORDS DISPOSITION DOCUMENTATION

GS1-SL Item #45

This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECORDS MANAGEMENT COMPLIANCE STATEMENTS

GS1-SL Item #322

This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-compliance with Florida's public records management statutes and *Florida Administrative Code* rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), *Florida Administrative Code*, which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION:

- a) Record copy. One (1) fiscal year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

GS1-SL Item #68

This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), *Florida Administrative Code*, Section 119.021(2)(a), *Florida Statutes*, and Section 257.36(6), *Florida Statutes*. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECORDS RETRIEVAL/REFERENCE RECORDS

GS1-SL Item #295

This record series documents the retrieval and refiling of records stored in a records management or archival facility. The series may include, but is not limited to, reference and records retrieval and refile requests/work orders and pull slips and/or "out cards." The records may indicate name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refiled and by whom; and any additional information, such as if anything was missing.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RECRUITMENT AND SELECTION PACKAGES: See "Employment Application and Selection Records"

REFUND REQUESTS: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

REGISTRATION RECORDS: EVENTS

GS1-SL Item #296

This record series consists of registration information for events such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. The series may include completed registration forms providing such information as registrant's name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release, and liability release. The series may also include other documentation such as sign in/out forms, parent/guardian authorizations, etc. See also "PUBLIC PROGRAM/EVENT RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

REGISTRATIONS: ADULT AND CAREER EDUCATION

GS7 Item #162

This record series consists of student registration records which may include, but are not limited to, registration form; fee assessment and payment documentation, including records of any refunded fees; and other required information and documentation. This series includes records of student who began the admissions process and paid fees but who never registered for classes. See also "REGISTRATIONS: K-12" and "UNREGISTERED STUDENT RECORDS."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

REGISTRATIONS: K-12

GS7 Item #163

This record series consists of student registration records which may include, but are not limited to, registration form; verification of legal name, birth date, and address; and other required information and documentation. See also "REGISTRATIONS: ADULT AND CAREER EDUCATION" and "UNREGISTERED STUDENT RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

RELEASE OF STUDENT INFORMATION: DIRECTORY INFORMATION WITHHOLDING REQUEST

GS7 Item #164

This record series documents requests by parents, guardians, or eligible students to withhold the release of any or all student directory information under the provisions of the Family Educational Rights and Privacy Act (FERPA), 34CFR99.37, and 20 U.S.C. 1232g, Family educational and privacy rights. FERPA defines "directory information" as "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed ..." (34CFR99.3).

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

RELEASE OF STUDENT INFORMATION: GENERIC

GS7 Item #131

This record series consists of authorizations by the parent/guardian or the adult student to release student educational information to another party. The release specifies what records are to be sent and to whom or what institution. This series does not include authorizations to release medical information. Retention is based on Section 95.11, *Florida Statutes*, the Statute of Limitations for negligence, statutory liability, etc., and 34CFR99.32(d)(3), Family Educational Rights and Privacy, which specifically exempts disclosure to "a party with written consent from the parent or eligible student" from the recordkeeping requirements of 34CFR99.32(a).

RETENTION:

- a) Record copy. Four (4) anniversary years after records released or last effective date of authorization, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

RELEASE OF STUDENT INFORMATION: MEDICAL

GS7 Item #132

This record series consists of authorizations by the parent/guardian or the adult student for release of medical records by a full service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Physical or mental health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

RETENTION:

- a) Record copy. Seven (7) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

REPORT CARDS: See "Grade Records: Final Grades" and/or "Grade Records: Interim Grades"

REQUISITION LOGS: See "Disbursement Records: Detail" and/or "Purchasing Records"

REQUISITIONS: See "Disbursement Records: Detail" and/or "Purchasing Records"

RESOLUTIONS

GS1-SL Item #297

This record series consists of formal expressions of opinion, intention, or decision by a governing body concerning administrative matters before the governing body or relating to the governing body's areas of responsibility. See also "RESOLUTIONS: SUPPORTING DOCUMENTS," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RESOLUTIONS: SUPPORTING DOCUMENTS

GS1-SL Item #143

This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/ PROCEDURES" and "RESOLUTIONS."

RETENTION:

- a) Record copy. Three (3) calendar years after date of resolution.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RESPIRATOR FIT TESTING RECORDS

GS1-SL Item #298

This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators, "in any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1)). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.

RETENTION:

- a) Record copy. Retain until the next fit test is administered OR 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RESUMES: See "Employment Application and Selection Records" and/or "Personnel Records: Florida Retirement System" and/or "Personnel Records: Non-Florida Retirement System" and/or "Personnel Records: Other Personnel Services (OPS)/Volunteers/Temporary Employment"

REVENUE SHARING APPLICATIONS

GS1-SL Item #388

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

RULE DEVELOPMENT FILES

GS1-SL Item #367

This record series documents the development and approval process for *Florida Administrative Code* rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; Florida Administrative Weekly notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the *Florida Administrative Code*. Retention is pursuant to Section 120.54(8), *Florida Statutes*.

RETENTION:

- a) Record copy. Retain as long as rule is in effect.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SAFETY INSPECTION RECORDS: See "Inspection Records: Fire/Security/Safety"

SAFETY REPORTS

District Item #54

This record series consists of, but is not limited to, fire safety reports, personal safety reports, equipment safety reports and vehicular safety reports, including related investigation information and recommendations.

RETENTION:

- a) Record copy. Retain for three (3) years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SALARY COMPARISON REPORTS

GS1-SL Item #49

This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." ***These records may have archival value.***

RETENTION:

- a) Record copy. One (1) fiscal year. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SALARY SCHEDULES

GS1-SL Item #240

This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." **These records may have archival value.**

RETENTION:

- a) Record copy. Ten (10) fiscal years. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SALES/USE/LOCAL OPTION TAX RECORDS

GS1-SL Item #368

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SCHOOL CHOICE RECORDS

GS7 Item #133

This record series documents requests by students or parents/guardian's for transfer to a school of their choosing. This series may include applications, review of materials, parent's consent to provide the necessary transportation, letters of approval or denial, and any supporting documentation. For school choice records that are connected to any funding program or source (e.g., Federal Title I), use the applicable item from the *General Records Schedule GS1-SL for State and Local Government Agencies* (for instance, GRANT FILES, "PROJECT FILES: FEDERAL," etc.).

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SCHOOL DEMOGRAPHIC REPORTS

GS7 Item #165

This record series consists of demographic reports for public schools including, but not limited to, race, gender, and grade level for each school and a summary total for the county. The reports provide a history of enrollment for the district and the makeup of all schools and measure growth for county funding. This series covers reports maintained by the school/district, not the reports submitted to the Florida Department of Education which are covered by "FULL-TIME EQUIVALENCY RECORDS." **These records may have archival value.**

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SCHOOL IMPROVEMENT PLAN RECORDS

GS7 Item #166

This record series documents reporting activities conducted by each school district as required by Chapter 1008, *Florida Statutes*, Assessment and Accountability, and Rule 6A-1.09981, *Florida Administrative Code*, Implementation of Florida's System of School Improvement and Accountability. The student assessment program is intended to provide information needed to improve the public schools by enhancing the learning gains of all students and to inform parents of the educational progress of their public school children. The performance accountability system provides a variety of measures such as yearly progress, individual student learning gains in public schools, school grades, and return on investment. Reports submitted annually to the Florida Department of Education by school districts may include, but are not limited to, needs assessments, climate survey results, test data, staff data, and other information relative to that school and its plans for meeting statewide goals and standards for performance measures.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SCHOOLS AND LIBRARIES PROGRAM OF THE UNIVERSAL SERVICE FUND: See "E-Rate Program Records"

SEARCH COMMITTEE RECORDS: See "Employment Application and Selection Records"

SECURITY CHECKS: See "Personnel Records" for hired employees and/or "Employment Application and Selection Records" for non-hires and/or Security Screening Records: Non-Employees" for non-employees

SECURITY SCREENING RECORDS

GS7 Item #142

This record series consists of records documenting security screenings conducted on school district personnel or contractual personnel. Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. Provisions of Florida's Education Code (Section 1012.465, *Florida Statutes*) require: "(1) Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board. (2) Every 5 years following employment or entry into a contract in a capacity described in subsection (1), each person who is so employed or under contract with the school district must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening."

RETENTION:

- a) Record copy. Six (6) anniversary years after receiving results of screening.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SECURITY SCREENING RECORDS

GS1-SL Item #369

This record series consists of records documenting security screenings/background checks conducted on individuals who are **not employees or candidates for employment** (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.

RETENTION:

- a) Record copy. Two (2) anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SICK LEAVE RECORDS: See "Attendance and Leave Records"

SIGNATURE AUTHORIZATION RECORDS

GS1-SL Item #300

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

RETENTION:

- a) Record copy. One (1) fiscal year after obsolete or superseded.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SIGN-IN LOGS (COMMUNITY SERVICE): See "Attendance and Leave Records"

SKILL MASTERY RECORDS

GS7 Item #86

This record series documents competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the Scholastic Aptitude Test (SAT), Armed Services Vocational Aptitude Battery (ASVAB), and the General Educational Development Diploma (GED). These records include the answer sheets, test booklets, scoring criteria and test result notification. These records are not posted to the student record and serve only as a guide for improvement before the official test is given.

RETENTION:

- a) Record copy. Thirty (30) days after notification of test results.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS

GS1-SL Item #411

This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.

RETENTION:

- a) Record copy. One (1) anniversary year after superseded or employee separates from employment.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

GS1-SL Item #144

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RETENTION:

- a) Record copy. Four (4) calendar years after due date of tax.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SOCIAL SECURITY WITHHOLDING: See "Payroll Records: Deduction Authorizations"

SOFTWARE RECORDS: See "Electronic Records Software and Documentation"

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

GS1-SL Item #370

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

STAFF ADMINISTRATION RECORDS

GS1-SL Item #371

This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost, then **offer to personnel/human resources office before disposition.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

GS1-SL Item #372

This record series consists of data relating to the defunct State Meritorious Service Awards Program. Files may contain employee suggestion forms (Form DMS/EPE.AWP01), evaluations, adoption forms, Superior Accomplishment nomination forms, payment records, and copies of summary information submitted to the Department of Management Services for the Annual Workforce Report (Form DMS/EPE.AWP02). These records are no longer being created.

RETENTION:

- a) Record copy. Three (3) calendar years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STATISTICAL RECORDS

District Item #57

This record series consists of, but is not limited to, monthly, quarterly, bi-annual and annual statistics of various school district areas and activities.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STORAGE TANK RECORDS

GS1-SL Item #412

This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

RETENTION:

- a) Record copy. Retain for life of tank.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STOP PAYMENT RECORDS: See "Disbursement Records: Detail"

STUDENT ALTERNATE TRANSPORTATION AUTHORIZATION RECORDS

GS7 Item #167

This record series consists of authorizations from parents or guardians allowing students to use alternate transportation to and/or from school on a specific occasion. The authorizations may allow a student to ride a different bus; get off at a different bus stop; be picked up by someone different; or any other one-time change to the student's transportation.

RETENTION:

- a) Record copy. Thirty (30) days after authorized alternate transportation completed.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT BROADCAST RECORDINGS

GS7 Item #137

This record series consists of audio and/or video recordings of student television, radio, or Internet broadcasts. These presentations may be shown on an internal campus system, community access station, or other broadcast venue. ***These records may have archival value.***

RETENTION:

- a) Record copy. One (1) anniversary year after broadcast.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT CLASS WORK RECORDS

GS7 Item #89

This record series consists of non-standardized tests, term papers, reports, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the teacher or other staff member.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT EDUCATION RECORDS: CATEGORY A

GS7 Item #90

This record series consists of permanent student records as defined in Department of Education Rule 6A-1.0955, *Florida Administrative Code*, Education Records. Rule 6A-1.0955 specifies that Category A records include personally identifiable information, the name of the last school attended, attendance history, grades and classes, date of graduation or completion, and the social security number of adult students. Student education records of public pre-K-12 schools, adult, and career and technical educational institutions are included in this series. This series may also include Category A records of defunct non-public schools (charter schools, private schools, etc.) that transfer these records to the local school board upon closing as provided under Section 1002.42(3)(b), *Florida Statutes*, Private schools—Retention of Records, as well as duplicates of records received from other school districts for transferring students. See also "ATTENDANCE RECORDS: STUDENT," "REGISTRATIONS: K-12," "REGISTRATIONS: ADULT AND CAREER EDUCATION," and/or "STUDENT EDUCATION RECORDS: CATEGORY B."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT EDUCATION RECORDS: CATEGORY B

GS7 Item #91

This record series consists of temporary student records as defined in Department of Education Rule 6A-1.0955, *Florida Administrative Code*, Education Records. Rule 6A-1.0955 defines Category B records as "verified information of educational importance which is subject to periodic review and elimination when the information is no longer useful." The rule specifies that Category B records may include, but are not limited to: health information; family background data; standardized test scores; academic improvement plans; progress monitoring plans; educational and career plans; honors and activities; work experience reports; teacher comments; correspondence from community agencies or private professionals; driver education certificates; a list of schools attended; screening/background information or drug testing results for students registering for career and technical educational institutions; and written agreements of corrections, deletions, or expunctions from the student record. This series includes student education records of public pre-K-12 schools, adult, and career and technical educational institutions, as well as copies of records received from other school districts for transferring students. For Category B records documenting testing for or enrollment in an Exceptional Student Education program, use "EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS."

RETENTION:

- a) Record copy. Three (3) school years provided any applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT EDUCATION RECORDS: STATEMENT OF CONTESTED INFORMATION

GS7 Item #136

This record series consists of a statement by a student or parent contesting a part of the student's educational record. Pursuant to 34CFR99.21, Family Educational Rights and Privacy, parents or students may challenge the content of the student's education record on the grounds that it is inaccurate, misleading, or in violation of the privacy rights of the student. If the school denies the challenge, it shall allow the parent or student to place a statement in the record commenting on the decision. Retention pursuant to 34CFR99.21(c)(1).

RETENTION:

- a) Record copy. Retain as long as the contested information.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT NEWSPAPERS

GS7 Item #138

This record series consists of student-produced newspapers and/or newsletters officially recognized by the school. **NOTE:** Stocks of student publications are considered duplicates under this series. ***These records may have archival value.***

RETENTION:

- a) Record copy. One (1) school year after publication.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

STUDENT ORGANIZATION RECORDS

GS7 Item #139

This record series documents the activities of registered student organizations. The series may include, but is not limited to, membership rosters, minutes, publications, project-related materials, philanthropy records, teacher-sponsor notes, and other related documentation.

RETENTION:

- a) Record copy. One (1) school year.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

SUBDIVISION PLANS

GS1-SL Item #301

This record series consists of preliminary, final, and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS): See "Subdivision Plans"

SUBJECT/REFERENCE FILES

GS1-SL Item #373

This record series may contain copies of correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency or program unit. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." *These records may have archival value.*

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SUBPOENAS

GS1-SL Item #374

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.

RETENTION:

- a) Record copy. One (1) anniversary year after compliance date specified in subpoena.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SUBPOENAS (EDUCATIONAL INFORMATION): See "Release of Information: Generic (Educational Information)"

SUBSIDIARY PERSONNEL LEDGERS: See "Personnel Records Transaction Posting Journal"

SUMMER SCHOOL RECORDS: See "Attendance Records: Student" and/or "Grade Records: Final Grades" and/or "Grade Records: Interim Grades" and/or "Grade Records: Teacher Grade Books" and/or "Registrations: K-12" and/or "Registrations: Adult and Career Education" and/or "Student Education Records: Category A" and/or "Student Education Records: Category B"

SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS

GS1-SL Item #386

This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SUPPLY RECORDS: See "Inventory: Agency Property"

SURVEILLANCE RECORDINGS

GS1-SL Item #302

This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.

RETENTION:

- a) Record copy. Thirty (30) days.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SURVEILLANCE VIDEO TAPES: See "Surveillance Recordings"

SURVEYS: AERIAL

GS1-SL Item #303

This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

SURVEYS/STUDIES: INTERNAL: See "Management Surveys/Studies: Internal"

SYSTEM STUDIES: See "Management Surveys/Studies: Internal"

TABE: See "Skill Mastery Records"

TAX ANTICIPATION NOTE CERTIFICATES

District Item #34

This record series consists of, but is not limited to note certificates used to borrow funds in anticipation of taxes. These are short-term negotiable securities (not bonds). They are bearer notes which mature in one year.

RETENTION:

- a) Record copy. Four (4) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT): See "Tax Exemption Application Files: Ad Valorem (Economic Development)"

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

GS1-SL Item #304

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TDE: See "Attendance and Leave Records"

TEACHER CERTIFICATION APPLICATIONS AND RENEWAL APPLICATIONS: See "Applications: Teacher Certification and Renewal"

TEACHER EVALUATIONS: See "Personnel Records: Florida Retirement System"

TELEPHONE CALL RECORDS

GS1-SL Item #28

This record series consists of documentation of long distance telephone calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. The series does not include telephone messages.

RETENTION:

- a) Record copy. One (1) fiscal year.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TELEPHONE CALL RECORDS: LONG DISTANCE: See "Telephone Call Records"

TELEVISION STATION USE LOG

GS7 Item #141

This record series documents a school's use of a county-franchised television station for the broadcast of student or district produced works. The series may provide such information as the date and time of each use, a summary of the broadcast, name of the producer or other staff, and the channel number used.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

TEXTBOOK INVENTORY RECORDS

GS7 Item #98

This record series documents the number and condition of textbooks and may include, but is not limited to, authorized student book lists, damaged and lost lists, inventory lists, and reports produced by the school principal in conducting his/her responsibilities for managing and accounting for textbooks under Section 1006.28(3), *Florida Statutes*, Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials—School Principal.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS

GS7 Item #99

This record series documents the school district's formal study and adoption of textbooks and other instructional materials. The series may include, but is not limited to, selection procedures and criteria; copies of textbooks or other instructional materials under review; committee meeting records, including copies of committee minutes and/or audio/video recordings; lists of committee members; correspondence; and other related documentation.

RETENTION:

- a) Record copy. Retain as long as textbook/instructional material remains formally adopted.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

TEXTBOOK/INSTRUCTIONAL MATERIAL REQUEST RECORDS: DENIED

GS7 Item #168

This record series documents denied requests to school district officials for new textbooks or other instructional materials. Records may provide such information as title of material requested, description, reason for request, cost, funding source, reason for denial, and signatures of school district officials. Documentation of approved materials should be filed with "TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

TIME CARDS: See "Attendance and Leave Records" and/or "Payroll Records: Supporting Documents" and/or "Attendance Records: Community Service"

TIME SHEETS: See "Attendance and Leave Records" and/or "Payroll Records: Supporting Documents" and/or "Attendance Records: Community Service"

TOURIST DEVELOPMENT TAX COLLECTION RECORDS

GS1-SL Item #305

This record series consists of documents relating to the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration and living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS

GS1-SL Item #413

This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION:

- a) Record copy. Five (5) fiscal years after account no longer active.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TRAFFIC ACCIDENT REPORTS

GS1-SL Item #306

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RETENTION:

- a) Record copy. Four (4) calendar years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TRAINING MATERIAL RECORDS

GS1-SL Item #147

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. ***These records may have archival value.***

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TRAINING RECORDS: See "In-Service Education Records" and/or "Personnel Records"

TRAINING RECORDS: ASBESTOS: See "Personnel Records"

TRAINING RECORDS: BREATH ALCOHOL: See "Personnel Records"

TRANSITORY MESSAGES

GS1-SL Item #146

This record series consists of records that are created primarily to communicate information of short-term value. "Transitory" refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP) GS7 Item #100

This record series consists of reports required for determining the District's need for transportation funding under the Florida Education Finance Program (FEFP), Florida's primary mechanism for funding the operating costs of Florida school districts. The series also includes supporting documentation regarding student eligibility for transportation services including bus, bus driver, and student related information.

RETENTION:

- a) Record copy. Four (4) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

TRAVEL RECORDS

GS1-SL Item #52

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances. Copies of supporting documents such as itineraries, etc. may also be included. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

TRAVEL REIMBURSEMENT: See "Travel Records" and/or "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

TRIAL BALANCE REPORTS: See "Disbursement Records: Summary" and/or "Receipt/Revenue Records: Summary" and/or "Financial Reports: Annual (Local Government)(Supporting Documents)"

TRUANCY CASE FILES

GS7 Item #169

This record series consists of case files documenting actions taken by the school board regarding non-enrollment and/or non-attendance of individual students pursuant to Section 1003.26, *Florida Statutes*, Enforcement of school attendance. This series may include, but is not limited to: documentation of student absences; medical excuses; parent permission slips; truancy complaint affidavits; copies of court arraignment records, court reviews, and truancy petitions; and correspondence. Refer to Section 1003.27, *Florida Statutes*, Court procedure and penalties; and Section 984.151, *Florida Statutes*, truancy petition; prosecution; disposition.

RETENTION:

- a) Record copy. Five (5) anniversary years after case closed.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES

GS1-SL Item #375

This series documents each local taxing authority's compliance with Florida's Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance; public hearing agendas and/or minutes; ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

UNCLAIMED PROPERTY RECORDS

GS1-SL Item #309

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION:

- a) Record copy. Five (5) anniversary years after the property becomes reportable.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

UNDELIVERABLE FIRST CLASS MAIL: See "Mail: Undeliverable/Returned"

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

GS1-SL Item #149

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

UNIVERSAL SERVICE FUND: See "E-Rate Program Records"

UNREGISTERED STUDENT RECORDS

GS7 Item #170

This record series documents students who began or completed an admissions or screening process but did not register for classes or pay any fees. The series may include, but is not limited to, correspondence, applications, admissions checklists, pre-K screening records, and other related records.

RETENTION:

- a) Record copy. Three (3) fiscal years provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

VACATION LEAVE RECORDS: See "Attendance and Leave Records"

VALIDATING MACHINE TAPE RECORDS: See "Receipt/Revenue Records: Detail"

VEHICLE ACCIDENT RECORDS

GS1-SL Item #78

This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION:

- a) Record copy. Four (4) anniversary years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VEHICLE ACCIDENT REPORTS: See "Vehicle Accident Records" and/or "Injury Records" and/or "Workers' Compensation Records"

VEHICLE LOCATOR RECORDS

GS1-SL Item #414

This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.

RETENTION:

- a) Record copy. Thirty (30) days
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VEHICLE LOGS: See "Equipment/Vehicle Maintenance Records" and/or "Equipment/Vehicle Usage Records"

VEHICLE MAINTENANCE/USAGE RECORDS: See "Equipment/Vehicle Maintenance Records" and/or "Equipment/Vehicle Usage Records"

VEHICLE RECORDS

GS1-SL Item #154

This record series consists of records documenting each vehicle owned by the agency, including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION:

- a) Record copy. One (1) anniversary year after disposition of vehicle.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VENDOR FILES

GS1-SL Item #97

This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VENDOR INVOICES: See "Disbursement Records: Detail"

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

GS1-SL Item #243

This record series consists of written responses to requests for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

RETENTION:

- a) Record copy. Ninety (90) days.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VETERANS RECORDS: STUDENT

GS7 Item #105

This record series documents each student who is a veteran and may include, but is not limited to, such records as copies of government checks, enrollment certifications, notices of changes in student status, requests for change of program or place of training, applications for program of education or training, progress records, attendance records, certifications, and related documentation.

RETENTION:

- a) Record copy. Five (5) fiscal years after graduation, transfer, or withdrawal provided applicable audits have been released.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

VISITOR/ENTRY LOGS

GS1-SL Item #54

This record series consists of records documenting visitors' and employees' entry into an agency's building or other facility. The log might require a time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

RETENTION:

- a) Record copy. Thirty (30) days.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VOICE MAIL: See "Transitory Messages"

VOICE RECORDINGS: See "Transitory Messages"

VOLUNTEER/MENTOR PROGRAM RECORDS

GS7 Item #108

This record series documents volunteer programs such as local or district programs or nonprofit civic or private industry programs. This includes federal or state programs such as Green Thumb, Community Service, probation, or VISTA. The series may document volunteer qualifications, types of work available, special event programming, mentor appointments, and related information. For volunteer or mentor personnel records, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #66, "PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT." See also GS1-SL, Item #109, "GRANT FILES: GRANTOR AGENCY" and Item #348, "GRANT FILES: RECIPIENT."

RETENTION:

- a) Record copy. Five (5) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

VOLUNTEER RECORDS: See "Personnel Records: OPS/Volunteer/Intern/Temporary Employment"

VOUCHERS: FEDERAL PROJECTS PAID

GS1-SL Item #156

This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

RETENTION:

- a) Record copy. Five (5) fiscal years after completion or termination of project.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

VOUCHERS: INDIVIDUAL AGENCY: See "Disbursement Records: Detail"

VOUCHERS: JOURNAL: See "Disbursement Records: Detail" and/or "Receipt/Revenue Records: Detail"

VOUCHERS FOR REIMBURSEMENT OF EXPENSE: See "Disbursement Records: Detail"

W-2 FORMS: See "Federal and State Income/Employment Tax Forms/Reports"

W-4 FORMS: See "Federal and State Income/Employment Tax Forms/Reports"

W-9 FORMS: See "Federal and State Income/Employment Tax Forms/Reports"

WARRANT REGISTERS: See "Disbursement Records: Summary"

WARRANTS: See "Disbursement Records: Detail"

WHISTLE BLOWER INVESTIGATIVE RECORDS

GS1-SL Item #376

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency. The record series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), *Florida Statutes*. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." *These records may have archival value.*

RETENTION:

- a) Record copy. Five (5) anniversary years after case closed or conclusion of any litigation that may ensue. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

WORK COUNT STUDIES: See "Management Surveys/Studies: Internal"

WORK ORDERS

GS1-SL Item #141

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order includes dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION:

- a) Record copy. Three (3) fiscal years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

WORK SCHEDULES

GS1-SL Item #289

This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

RETENTION:

- a) Record copy. One (1) fiscal year after obsolete or superseded.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

WORKERS' COMPENSATION RECORDS

GS1-SL Item #55

This record series documents employee injuries or illness where a Workers' Compensation claim is made. The series consists of the first report of injury forms and any other employer's reports including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY RECORDS."

RETENTION:

- a) Record copy. Five (5) calendar years.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

YEARBOOKS

GS7 Item #171

This record series consists of school publications for each academic year providing information about and photographs of students, faculty, programs, activities, and facilities at the school. Retention is based on the historical value of these publications. **NOTE:** Stocks of yearbooks are considered duplicates under this series. *These records may have archival value.*

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
-

ZONING VARIANCE RECORDS

GS1-SL Item #312

This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

RETENTION:

- a) Record copy. **Permanent.**
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
-

911 RECORDS: LOGS

GS1-SL Item #377

This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system such as the Automatic Number Indicator System (ANI). See also "COMMUNICATIONS AUDIO RECORDINGS" and "RADIO LOGS."

RETENTION:

- a) Record copy. One (1) anniversary year after received.
 - b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
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941-E FORMS: See "Federal and State Income/Employment Tax Forms/Reports"

1096 REPORTS: See "Federal and State Income/Employment Tax Forms/Reports"

1099 FORMS: See "Federal and State Income/Employment Tax Forms/Reports"

1099-INT FORMS: See "Federal and State Income/Employment Tax Forms/Reports"

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