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# M-DCPS Record Retention Schedule

Department of Records and Forms Management



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## 1099 FORMS

GS1- 159

This record series consists of a form required to be filled out and sent to the Department of Treasury - Internal Revenue Service (IRS) for an over collection of employer tax, under section 31.01, C. R. F. The retention period for the record copy is pursuant to Section 26 CFR 31.6001-1. See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "941-E FORMS," "1096 REPORTS" "1099 REPORTS," and/or "1099-INT FORMS."

- a) RECORD COPY. 4 calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## 1099 REPORTS

GS1- 160

This record series consists of employer filing an annual report to the Department of Treasury - Internal Revenue Services (IRS) for previous year's refund of employees. The retention period for the record copy was established pursuant to Section 26 CFR 31.6001-1. See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "1099 FORMS" and/or "941-E FORMS." and/or "1099-INT FORMS."

- a) RECORD COPY. 4 calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## 911 RECORDS: LOGS

GS2- 194

This record series consists of a daily listing which shows the 911 telephone calls received by time, address, complaint, officer handling the call, handling time, telephone number called from, remarks and reference signal. This need not be a verbatim transcript of the 911 audio tape. The log may be generated from the Automatic Number Indicator System (ANI).

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 Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**941-E FORMS****GS1-161**

This record series consists of reports submitted to the Department of Treasury - Internal Revenue Service (IRS) center in Atlanta, Georgia. See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "1096 REPORTS" "1099 FORMS" and/or "1099 REPORTS."

- a) RECORD COPY. 4 calendar years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ABSENTEE EXCUSES AND ADMISSION SLIPS****GS7-1**

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

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**ABUSE/NEGLECT RECORDS****GS7-110**

This record series consists of Department of Children and Families (formerly HRS) reporting forms for suspicion of child abuse or neglect. The Department of Children and Families has the record copy, which is filed in a child abuse investigation case file. The district maintains a duplicate copy.

- a) RECORD COPY. 1 years after closed
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCESS CONTROL RECORDS****GS1-189**

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, pin codes, lock/keypad combinations, parking assignment records, network password and permission code records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.

- a) RECORD COPY. 1 Anniversary year after suspended or employee separates from employment.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Originals created before \_\_\_\_\_ are eligible for destruction. Duplicates can be disposed of through 6/30/2009 . You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCESS LOG: PERSONNEL RECORDS****GS7- 112**

This record series consists of a log of those individuals accessing a school district employee's personnel file. The log may record the time and date of access as well as the individual's purported name. Please refer to s. 231.291 (2) (f), F.S.

- a) RECORD COPY. 1 fiscal year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCESS LOG: STUDENT EDUCATION RECORDS****GS7- 111**

This record series consist of an access log maintained on those individuals outside of district staff who access a student's cumulative folder. The log notes the name of individual who has gained access and under what authority. Furthermore the log may record the individual's employer, a law enforcement officer's badge number, or other elements of identification. The retention is based on 34 CFR 99.32, which requires that: "(a) (1) An educational agency or institution shall 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 RECORCS: CATEGORY A."

- a) Permanent
- b) Retain until obsolet, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**ACCIDENT RECORDS****GS1- 78**

This record series consists of trasportation accident reports, general correspondence and property receipts concerning a fatality or non-fatality accidents. The accident report includes information on vehicles involved, occupants, time, and circumstances. See also " "INJURY REPORTS," and/or "WORKES' COMPENSATION RECORDS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCIDENT RECORDS -****GS7- 2**

This record series consists of documentation of a student having an accident on school grounds, in the building or involved in school activities. These records may record when and where the accident took place as well as who was involve. Actions taken by staff might also be noted. These records do not document medical attention rendered by staff or volunteers.

- a) RECORD COPY. 5 years after report.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCIDENT RECORDS: INDEX****GS2- 120**

This record series consists of an index to traffic accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file. The index may list the case or accident number, the location of the accident, the date and time, and the investigating officer. The index may have as much information or as little as necessary to direct the officer to the appropriate file. See also "ACCIDENT RECORDS."

- a) Record copy. Retain as long as item it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCOUNTS PAYABLE RECORDS****GS1- 121**

This record series consists of documentation of disbursements and the individual items leading to the summary information of payable records, including supporting documentation. The records and supporting documentation may include, but are not limited to, invoices, receiving reports, refund request, travel records, vouchers and vendor files. See also "ACCOUNTS PAYABLE / RECEIVABLE SUMMARY RECORDS." and/or "ACCOUNTS RECEIVABLE RECORDS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS****GS1- 225**

This record series consists of summary documentation of receipts and disbursements. The records may include, but are not limited to, the vendor name, invoice number, date of invoice, check number, date of check and the amount of the check. See also "ACCOUNTS PAYABLE RECORDS," and/or "ACCOUNTS RECEIVABLE RECORDS."

- a) RECORD COPY. 10 years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACCOUNTS RECEIVABLE RECORDS****GS1- 316**

This record series consists of documentation of receipts and the individual items leading to the summary information of receivable records, including supporting documentation. The records may include, but are not limited to, bad check records, invoices, receiving reports, refund requests, travel records, trial balance reports, and vouchers. Please refer to s. 95.11, F.S. See also "ACCOUNTS PAYABLE RECORDS," and/or "ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS."

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## ACCREDITATION RECORDS

GS2-195

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Commission for Florida Law Enforcement Accreditation or the Commission on Accreditation for Law Enforcement Agencies. These records might include, but are not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence and tabulations. They might also include a formal written assessment statement of the agency's compliance or noncompliance and subsequent follow-up-reports.

- a) 3 years after accreditation.
- b) Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## ACCREDITATION RECORDS: FINAL SELF-STUDY

GS7-5

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. See also "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. 5 fiscal years provided applicable audits are released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## ACCREDITATION RECORDS: SUPPORTING DOCUMENTS

GS7-6

This record series consists of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. Supporting documentation may include checklists, inventories, copies of policies/procedures/directives and correspondence. See also "ACCREDITATION RECORDS: FINAL SELF-STUDY."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## ACTIVITY LOGS: DETENTION FACILITY

GS2-34

This record series consists of a daily log maintained in the detention facility of all activities occurring during a shift. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty.

- a) Record copy. 1 calendar year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ACTIVITY REPORTS: DAILY****GS8-1**

This record series consists of a record of daily activities.

- a) RECORD COPY. 1 calendar year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ADMINISTRATION AND AUTHORIZATION OF MEDICINE****GS7-113**

This record series consists of a written notice from a parent or guardian authorizing the school to administer prescription and non-prescription medicine to their child in accordance with a prescription, directions, and district policies. The parent/guardian and doctor's names, addresses, and telephone numbers may be listed on the notice in case of emergency. This series may contain records which document the administration of medicine to a student including: the name of the medicine administered and by whom, the dosage, the child's name, the date and time, refusal of a student to take the medicine, and the quantity of drugs remaining. In child care settings, the series consists of a written authorization. This authorization requires the name of the child, medication, date/time/method of administering, and amount of dosage given. This form is signed by the adult who administered the drug. Please refer to Florida Administrative Code Rule 10M-12.008, for child care settings.

- a) RECORD COPY. 7 years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ADMINISTRATION OF MEDICATION****GS9901**

This record series consists of parental/physician's authorization for attending school to administer medication. A new form must be completed when student transfers or if there is a change of prescription.

- a) RECORD COPY. 7 anniversary years
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ADMINISTRATIVE CONVENIENCE RECORDS****GS1-2**

This series consists of DUPLICATES of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The materials 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.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**ADMINISTRATIVE SUPPORT RECORDS****GS1- 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 comply 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 MORE APPROPRIATE RETENTION SCHEDULE ITEM OR IF THE UNIQUE CONTENT/REQUIREMENTS OF THE RECORDS NECESSITATE THAT AN INDIVIDUAL RETENTION SCHEDULE IS ESTABLISHED.** For instance, Budget Records: Supporting Documents for budget work papers; use Purchasing Records for records relating to purchase of office supply; etc.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER****GS1- 122**

This record series consists of 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.

- a) RECORD COPY. 10 anniversary years; State agencies must contact the State Archives of Florida for archiva
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)****GS1- 80**

This record series consists of advertisements to inform eligible job seekers of openings for available job vacancies. The notices include position number, position title, salary range, job location, minimum qualifications brief description of duties, where to apply for a job and special instructions. This records series applies only to those advertisements where discrimination charges were filed. See also "ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)."

- a) RECORD COPY. 180 days after settlement.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)****GS1- 81**

This record series consists of advertisements to inform eligible job seekers of openings for available job vacancies. Notices include position number, position title, monthly salary range, job location, minimum qualifications, brief description of duties, where to apply for a job and special instructions. This records series applies only to those advertisements where no discrimination charges were filed. See also "ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)."

- a) RECORD COPY. 180 days after selection finalized or confirmed.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ADVERTISEMENTS: LEGAL****GS1- 25**

This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in s.50.011, F.S., (Where and in what language legal notices to be published) or in the "Administrative Weekly" regarding matters pertaining to the agency or 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 filled with the item to which it applies.

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released..
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**AFFIRMATIVE ACTION RECORDS****GS1- 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. See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

- a) RECORD COPY. 2 anniversary years provided litigation has been resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.



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**AGREEMENTS: EXPUNGE, DELETE, OR CORRECT STUDENT RECORD****GS7- 114**

This record series consists of a written agreement between the parent/guardian or adult student and the school official which attest that the student's cumulative record has been altered. This agreement need not note what the alteration was or what documents it may have effected. Please refer to Florida Administrative Code Rule 6A-15.013 (5)(k)(3).

- a) RECORD COPY. Permanent. Media optional.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**ALARM AND EMERGENCY CONTACT RECORDS****GS2- 4**

This record series consists of alarm registration records, night reference forms, and emergency contact lists. It may consist of forms completed by a business naming emergency contacts, name of business owner, type of alarm, location of safe and alarm company name. These records are used to contact a business owner if his business is vandalized or damaged. It also allows the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may include a card which is a part of a form sent out by the city/county Occupational License Inspector. It asks the licensee to complete and return for contact in case of an emergency. See also "SPECIAL WATCH RECORDS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**AMBULANCE LOGS****GS2- 5**

This record series consists of a record of ambulances dispatched at police request through a central communications facility. It may serve as the basis for changes submitted by the ambulance companies. Information may include date/time called, location of call, zone, ambulance called and responding, special remarks, call canceled and reason and offense number. This record is used to verify that the ambulance was requested by an officer for payment purposes. This series does not include medical treatment information.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

This record series consists of a report which is required of all law enforcement agencies who receive commissions or other remuneration's. The report contains an annual listing of all fees, commissions or other remuneration's received by him/her. It shows in detail the purpose, character and amount of all official expenses and the unexpected budget balance. This record series may have archival value.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**APPEARANCE BOND: REGISTERS**

**GS2- 14**

This record series consists of information used by all offices accepting appearance bonds. It contains the bond number, date received, name of defendant, amount of paper bond, amount of cash bond, from whom the cash was received, the name of the bondsman, by whom it was accepted, the court to which it is returnable, the disposition of the cases and bond, interest rate, due date, date of disposition and the number of the check which disposed of the bond. Auditor General's form 57-11 or its equivalent is included in this series.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**APPLICATIONS/ PERMITS: FIRE CODE**

**GS8- 32**

This record series consists of fire code permits issued after the appropriate supporting documents, applications, and fees have been submitted. Permits might be issued for lot clearance, fireworks sales, controlled or other burns, code inspections, blasting or excavation, and demolition by detonation or implosion.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**APPLICATIONS/PERMITS: FLAMMABLE LIQUIDS STORAGE**

**GS8- 7**

This record series consists of an application filled out whenever a licensed petroleum equipment operator or mechanical contractor needs to install tanks containing flammable liquids. Application shows the date, the location where the tanks will be installed, the owner of the business and building, the amount and size of the tanks to be installed, and the signature of the applicant.

- a) RECORD COPY. Retain until removal of tank.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**APPLICATIONS: CONCEALED WEAPONS/FIREARM****GS2-151**

This record series consists of applications processed to carry a concealed weapon or firearm pursuant to s. 790.06, F.S. The applications, a fee, and the supporting documents are mailed to the Department of State for license issuance. The Department of State maintains the record copy. Any other copies of the application are considered duplicates.

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**APPLICATIONS: FREE AND REDUCED PRICE MEALS****GS7-7**

This record series consists of application forms for free and reduced price lunch, notices indicating the status of the application, and final decision of eligibility. This series applies to the National School Lunch Program, Special Milk Program, School Breakfast Program, and the Summer Food Service Program. Please refer to 7 CFR 210.9-210.28, 215.7-215.12, 220.7-220.14, 225.6-225.16, and 226.6-226.22.

- a) RECORD COPY. 3 fiscal years provided applicable audits were released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ARCHITECTURAL/BUILDING PLANS: COMMERCIAL****GS1-216**

This record series consists of graphic and engineering (blueprints, elevations, specification plans, as-built, etc.) that depict conceptual as well as precise measured information for the planning of 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, F.S., Building Construction Standards, and s. 95.11(3)(c), F.S., Statutes 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."

- a) RECORD COPY. Retain for life of structure OR 10 anniversary yrs. After issuance of certificates of occupancy.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ARCHITECTURAL PLANS/SPECIFICATIONS:  
EDUCATIONAL/SCHEMATIC****GS7- 8**

This record series consists of those graphic and engineering educational specification and schematic drawing records that depict conceptual as well as precise measured information essential for the planning and construction of educational facilities.

- a) RECORD COPY. Retain until completion and acceptance.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ARREST INFORMATION: STUDENT****GS7- 115**

This record series consists of information on a student provided by an arresting authority to a public school system pursuant to section 985.207, F.S. This series may consist of notification from the principal to the student's teachers, from the superintendent to the principal, as well as any forms from the law enforcement agency detailing the arrest. As specified by law, this information may not be placed in a student's permanent record.

- a) RECORD COPY. 9 months from date of arrest.
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 9/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ARREST RECORDS: OFFENDER INFORMATION****GS2- 32**

This record series consists of information for each adult and juvenile arrested. The adult records include complete name, alias or nickname, residence, sex, age, date of birth, place of birth, height, weight, color of hair, color of eyes, complexion, race, date of arrest, offense committed, car make, year, license number, state, occupation, habits, closest relative or friends, scars, marks, tattoos, any abnormalities and special remarks. The juvenile records include name, parent's name, telephone numbers, occupations, offense, date and time occurred and the action taken. See also "CRIMINAL INVESTIGATIVE RECORDS:," "MASTER NAME INDEXES," and/or "RAP SHEETS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**ARREST WARRANTS/CAPIAS/ORDERS****GS2- 7**

This record series consists of arrest warrants which have been satisfied, canceled, withdrawn, or otherwise disposed of by the Sheriff. It includes the name of the individual sought for arrest, the offense and the name of the arresting officer. See also "ARREST WARRANTS/CAPIAS/ORDERS," and/or "WARRANT CARD FILES."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**ARSON INVESTIGATIONS: CAPITAL/ LIFE FELONY****GS8-4**

This record series consists of the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firemen reporting for the fire and any comments made concerning the details of the fire. A police report and photographs are usually included. Please refer to Section 775.15, F.S.

- a) RECORD COPY. 100 years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1910 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ARSON INVESTIGATIONS: NON-CAPITAL/ LIFE FELONY****GS8-5**

This record series consists of the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, firemen reporting for the fire and any comments made concerning the details of the fire. A police report and photographs are usually included. Please refer to Section 775.15, F. S.

- a) RECORD COPY. 10 years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ASSIGNMENT ORDERS: SHIFT ASSIGNMENT****GS2-9**

This record series consists of schedules assigning law enforcement officers to the shifts they will be working. Also included are special assignments for extra work, etc.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**ATHLETIC ELIGIBILITY RECORDS****GS7-116**

This record series consists of an eligibility form which attests to and is signed by teachers regarding a student's on-going 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.

- a) RECORD COPY. 6 months after the season ends
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost

Records created before 12/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ATHLETIC EXAMINATION GRADING SHEETS****GS8-9**

This record series consists of the agility scores of applicants for various events.

- a) RECORD COPY. 1 year after test.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ATTENDANCE AND LEAVE RECORDS****GS1-116**

This record series consists of request or applications for vacation, sick, Family Medical Leave Act (FMLA), and other types of leave including leave of absences; time sheets or timecards 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.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ATTENDANCE RECORDS: FAMILY AND MEDICAL LEAVE ACT 8****GS1-248**

These record series consists of, but is not limited to, basic payroll and identifying data; wages; dates of FMLA leave; copies of employee notice to employer; documents describing benefits and employer policies regarding leave without pay; complaint records; medical verification and doctor's statements. Refer to 29 CFR 825.500. See also "ATTENDANCE RECORDS: LEAVE."

- a) 3 Calendar years after final action
- b) Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ATTENDANCE RECORDS: LEAVE INDEX****GS1-18**

This record series consists of a summary of hours worked, leave hours used and accrued for all employees during a pay period. It also consist of the leave balances of vacation, sick and compensatory leave for all employees of the agency. See also " ATTENDANCE RECORDS: LEAVE."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ATTENDANCE RECORDS: STUDENT****GS7-9**

This record series consists of records showing attendance of student at school. This series includes bubble sheets used to record attendance in class, rosters of absences and tardiness, as well as automated records of daily attendance. Please refer to Florida Administrative Code Rule 6A-1.044, "Pupil Attendance Records.

- a) RECORD COPY. 3 fiscal years provided applicable audits are released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**AUCTION RECORDS****GS2-10**

This record series consists of a list of abandoned and unclaimed articles (i.e. vehicles, bicycles, surfboards) and found property which is advertised, and consequently sold at public auction. The information includes the auction receipt form which consists of a financial report of money received for items sold at auction.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**AUDITS: AUDITOR GENERAL****GS1-8**

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 s.11.45., F.S. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL" and "AUDITS: SUPPORTING DOCUMENTS." "These records may have archival value."

- a) RECORD COPY. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**AUDITS: INDEPENDENT****GS1-56**

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 S.11.45, F.S., definitions; duties; authorities; reports; rules (Auditor General), and/or S.215.97, F.S., Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS; INTERNAL," "AUDITS; STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. 10 fiscal years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**AUDITS: INTERNAL****GS1-73**

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 such audits for State agencies are created pursuant to S.11.45 and/or S.20.055, F.S. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL" and/or "AUDITS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**AUDITS: STATE/FEDERAL****GS1-83**

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 an agency, organization, or internal management. Records of such audits for State agencies are created pursuant to S.11.45(3), F.S. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL" and "AUDITS: SUPPORTING DOCUMENTS." "These records may have archival value."

- a) RECORD COPY. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES****GS2-153**

This record series consists of background check forms, the results, and fingerprint cards for individuals who are having a voluntary background check done by another agency or business for volunteer or employment purposes. See also "CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC."

- a) Record copy. 180 days after results released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 1/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BAD CHECK RECORDS****GS1-9**

This record series consists of an itemization of bad checks received. See also "CHECKS: CANCELED," "CHECKS: LOGS," "CHECKS: REGISTERS," and/or "CHECK: STUBS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BALLOTS: STUDENT ELECTIONS****GS7- 117**

This record series consists of ballots for student elections. These ballots may cover election of student government/club officials, and pageant winners and polling on resolutions or issues.

- a) RECORD COPY. 90 days after results announced.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 3/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BARGAINING RECORDS****GS1- 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.

- a) RECORD COPY. 5 fiscal years after expiration or cancellation of contract provided applicable audits have b
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS****GS1- 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 Proposal," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvement 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."

- a) RECORD COPY. 10 anniversary years after awarded provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS****GS1-71**

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 Proposal," "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 SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

- a) RECORD COPY. 5 fiscal years after awarded provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BID RECORDS: NON-CAPITAL IMPROVEMENT****GS1-72**

This record series consists of information relative to the processing and letting of successful and unsuccessful non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposal," "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."

- a) RECORD COPY. 5 fiscal years after awarded provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BIOGRAPHICAL FILES****GS1-190**

This record series consists of vitae, biographies, photographs and newspaper clippings of employees. These records may have archival value.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**BOLO (BE ON THE LOOKOUT) FORMS****GS2- 11**

This record series consists of information compiled any time a "Be On the Lookout" (BOLO) is requested by any member of the department. This form is completed to provide uniformity in communication. After broadcast on radio and/or telecommunications, the form is used for in-house information. See also "BULLETINS: DAILY."

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

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BOND ADMINISTRATION RECORDS****GS1- 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, proposal 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.

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**BOND REGISTERS****GS1- 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.

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**BOND RESOLUTIONS/ORDINANCES****GS1- 191**

This record series consists of resolution 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, F.S., Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." These records may have archival value.

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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## BONDS AND BOND INTEREST COUPONS

GS1- 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 RESOLUTION/ORDINANCE."

- a) RECORD COPY. 5 fiscal years after paid, exchanged or transferred and recorded in bond register provided a
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## BOOKING RECORDS

GS2- 16

This record series consists of information on all prisoners taken into custody and placed in jail as a result of a court action, awaiting bond or any other reason. The records indicate the term to be served, the name and the pertinent facts of the prisoner, reason for being placed in jail, offense, the scheduled date of release and the method of release. This records series includes information gathered on arrested individuals soon after booking for classification purposes and consideration for release-on-recognizance or signature release. The entire package consist of an initial intake form, a copy of the individual booking card, a copy of the criminal report affidavit (when applicable), a copy of the individual's local, state and national arrest record (if previously arrested), an information release form (if considered for release-on-recognizance), a copy of the court order granting release-on-recognizance (when applicable) and signature release form (when applicable). Addition information may include name, race, sex, age, date of birth, place of birth, weight, hair color, eye color, date, booking number, social security number, time, interviewer, address, length of residence, phone number, marital status, educational level, dependents, job title, employer, health problems, alcohol/drug usage, charge, referrals, release-on-recognizance evaluation, arresting officer, booking officer, time of arrest, place of arrest, personal references and probable cause summary. See also "ARREST RECORDS: OFFENDER INFORMATION," "INMATE INCARCERATION RECORDS," and/or "JAIL DOCKET BOOKS."

- a) Record copy. 1 year after released provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## BRADY BILL RECORDS: CERTIFICATION LETTERS

GS2- 154

This record series consists of letters or forms submitted by a local law enforcement agency to the U.S. Attorney General's Office certifying that all Multiple Weapons Sales Reports from licensed weapons dealers, as required under the Brady Bill, were destroyed no later than 20 days after such form was received. This certification process occurs every six (6) months. See also "BRADY BILL REPORTS: MULTIPLE WEAPONS SALES."

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

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**BRADY BILL REPORTS: MULTIPLE WEAPONS SALES****GS2- 155**

This record series consists of a form that is submitted to the local law enforcement agency by dealers that report multiple firearm sales. The law provides that a licensed dealer must prepare a report of multiple sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. The federal government requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received. See also "BRADY BILL RECORDS: CERTIFICATION LETTERS."

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**BUDGET RECORDS: APPROVED ANNUAL BUDGET****GS1- 58**

This record series consists of the agency's approved annual budget and its amendments which are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget request, 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.

- a) RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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**BUDGET RECORDS: SUPPORTING DOCUMENTS****GS1- 88**

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

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**BULLETINS: DAILY****GS2- 33**

This record series consists of a bulletin which the communications dispatchers prepare each day to provide basic information to the officers. The bulletin covers a twenty-four hour period. Information on the bulletin consists of what officers are on duty, what vehicles are assigned to the officers and any special messages to the officers, such as description of suspicious persons. See also "BOLO (Be on the Lookout) FORMS."

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## BUS DRIVER RECORDS

GS7-118

This record series consists of driver's license checks from the records of the Florida Department of Transportation/Florida Department of Highway Safety and Motor Vehicles concerning the license of a district employed bus driver. This check may be done annually or after any incident so requiring an updated check. Please refer to Florida Administrative Code Rule 6A-3.036.

- a) RECORD COPY. 1 fiscal year
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## BUS SCHEDULES/REPORTS

GS7-17

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, or annual.

- a) RECORD COPY. 3 fiscal years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## CALENDARS

GS1-89

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 records series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES" (Items #128)

- a) RECORD COPY. 1 anniversary year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## CENSUS RECORDS: CARDS

GS7-19

This record series consists of census cards that are an official historic record of the student. See also "CENSUS RECORDS: REPORTS."

- a) RECORD COPY. Permanent. Media optional.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**CENSUS RECORDS: REPORTS****GS7- 20**

This record series consists of census reports that are an official historic record of the student. See also "CENSUS RECORDS: CARDS.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CERTIFICATES: AGE****GS7- 21**

This record series consists of a certificate of age. This series has been discontinued by the FDOE although some certificates may be in storage at the District level.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**CHARTER SCHOOL RECORDS****GS7- 119**

This record series consists of the documentation required for the granting of a charter school to an organization. Records may include, but are not limited to: a proposal/application with timetable: written findings on the denial of State Board recommendations: written decisions on approval or denial of the application by the School District: annual progress reports from the applicant: 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. See also GS1 "CHARTERS, AMENDMENTS, BYLAWS, AND CONSTITUTIONS."

- a) RECORD COPY. 2 years after charter expires, terminates, or is not renewed provided applicable audits are r
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHARTERS/ AMENDMENTS/ BYLAWS/ CONSTITUTIONS****GS1- 207**

This record series consists of foundation document establishing an organization and its mission, functions, duties and responsibility, and organizational structure. See also "ORDINANCE," "PROCLAMATIONS," and "RESOLUTION." These records may have archival value.

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**CHECKS: CANCELED****GS1-91**

This record series consists of canceled checks issued for authorized payments or refunds. The retention is consistent with s. 95.11(2)(b), F. S. See also " CASH COLLECTION RECORDS: RECEIPT/REPORT," And/or "ELECTRONIC FUNDS TRANSFER RECORDS."

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHECKS: LOG****GS1-192**

This record series consists of a listing of checks either received or dispersed. See also "BAD CHECK RECORDS," " CHECKS: REGISTERS," and/ or "CHECKS: STUBS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHECKS: REGISTERS****GS1-92**

This record series consists of a register of all checks issued which includes check number, date, amount, individual or vendor, and purpose. See also "BAD CHECK RECORDS," "CHECK LOG," and/or "CHECKS: STUBS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHECKS: STUBS****GS1-93**

This record series consists of check stubs for all checks written against the accounts administered by the agency. The stubs contain information relating to the amount of the check, to whom the check was issued, the purpose of the check, the date and the check number. Also contained on the stub is the remaining balance after the check is written and the amount of the deposits when made. See also "BAD CHECK RECORDS," "CHECK: LOG." and/or "CHECKS: REGISTERS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHEMICAL ANALYSIS RECORDS: LOG****GS2-122**

This record series consists of a log of all "Chemical Test Report Forms." See also "CHEMICAL ANALYSIS RECORDS: TEST REPORT," and/or "CRIMINAL INVESTIGATIVE RECORDS:."

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHEMICAL ANALYSIS RECORDS: TEST REPORT****GS2-17**

This record series consists of information generated when chemically testing individuals either arrested for driving while intoxicated or suspected of driving under the influence of alcohol or drugs. Information includes city and county in which test was performed, date and time of test, type of testing instrument, serial number of instrument, location of instrument, subject's name, age, race, sex, blood alcohol test results, chemical test operator, arresting officer and agency, citation number, charge, accident (if any), operational checklist, total time subject was observed, date of preventive maintenance, date and time simulation performed, date last simulation test conducted, simulator concentration, results of simulation test and operator and chemical test operator and agency. This information shall be recorded on the "Chemical Test Report Form," and each test shall be recorded on a log, both of which shall be approved by the Department of Highway Safety and Motor Vehicles as required by Florida Administrative Code Rule 15B-3.03. See also "CHEMICAL ANALYSIS RECORDS: LOG," and/or "CRIMINAL INVESTIGATIVE RECORDS:."

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CHILD CARE RECORDS****GS1-257**

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; preferred nicknames; parents' names; addresses; and telephone numbers; persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; center disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunizations records 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.

- a) Record Copy. 5 Calendar years after termination of enrollment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CITATION BOOK: TRAFFIC/BOATING/WILDLIFE RECIEPTS****GS2- 157**

This record series consists of the receipts which record which officer used what book on what day to issue citations. The record allows the department to track the location of the books and to monitor the performance of the officer. See also "CITATIONS: TRAFFIC/BOATING/WILDLIFE."

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CITATION LOGS: TRAFFIC/BOATING****GS2- 101**

This record series consists of a log listing citations issued, ticket number, name of violator, date ticket was issued and the officer's name. The log may also include any citations which are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to s. 316.650 and 327.74, F.S. See also "CITATION TRANSMITTAL RECORDS: TRAFFIC," and/or "CITATIONS: TRAFFIC/BOATING/WILDLIFE."

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CITATION TRANSMITTAL RECORDS: TRAFFIC****GS2- 102**

This record series consists of lists of those traffic citations and the citation numbers which have been issued and sent to the Department of Highway Safety and Motor Vehicles. The retention periods referenced below are for those records found in the sheriff/police department, not in the Highway Safety and Motor Vehicles. These records are created pursuant to s. 316.650, F.S. See also "CITATION LOGS: TRAFFIC/BOATING," and/or "CITATIONS: TRAFFIC/BOATING/WILDLIFE."

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CITATIONS: FIRE SAFETY INSPECTIONS (NO LIENS)****GS8- 56**

This records series consists of a written notice, issued after a written warning had been previously issued. The citation shall contain the date and time of issuance; the name and address of the person; the date and time of the civil infraction was committed; the facts constituting probable cause; the ordinance violated; the name and authority of the officer; the procedure for contest or payment; the applicable penalty if the citizen chooses to contest the citation; and a statement that if the citizen fails to contest or pay the penalty, a judgement for this amount will be levied against him. This series would also include the re-inspection of the property to ensure that the problem was corrected and fiscal information on the fine or fee payment. Please refer to Section 633.052, F.S. For Citations resulting in liens, please see also " CODE ENFORCEMENT BOARD CASE FILES" in the General Records Schedule for State and Local Government Agencies (GS1)

- a) Record Copy. 3 fiscal years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CITATIONS: TRAFFIC/BOATING/WILDLIFE****GS2- 103**

This record series consists of pre-numbered traffic, boating, or wildlife citations and complaints containing notices to appear which are produced in quintuplicate form or may be produced electronically. The citation notifies the alleged violator to appear and answer to charges of violating traffic, wildlife, boating or other municipal ordinances and state or federal laws. The traffic/boating/wildlife citation and complaint contains the case docket number, court location, name, address and pertinent facts of the offender, description of the vehicle, types of offense and prevailing conditions, name and badge number of the officer or other complainant, court appearance date and the signature of the offender. Also issued along with the traffic citation may be an "affidavit-of-compliance" form for violations of s. 316.610, F.S. The affidavit indicates that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment. Copies of the traffic/boating/wildlife citation go to the clerk of the court, the individual cited, and either the Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Florida Freshwater Fish and Game Commission. This record series pertains only to the copy held by the law enforcement office. The record series may also be known as a "parking ticket," "boating ticket," "wildlife citation," "parking citation," "traffic summons" or a "non-moving citation." These records are created pursuant to s. 316.650 and 327.74, F.S. See also "ACCIDENT RECORDS:," "CITATION LOGS: TRAFFIC/BOATING," "CITATION TRANSMITTAL RECORDS: TRAFFIC," and/or "NOTICES: TO APPEAR IN COURT."

- a) Record copy. 180 days after citation.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 1/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CITIZEN RIDE ALONG: REQUEST AND RELEASE****GS2- 158**

This record series consists of an application completed by a citizen for permission to ride in a patrol car with an officer during his shift to observe. This form consists of a request for a particular date and time and includes a liability release. This retention period is set pursuant to s. 95.11, F.S. for the statute of limitations on negligence and wrongful death.

- a) Record copy. 4 years after ride along.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CIVIL INDEXES****GS2- 18**

This record series consists of an index of parties to civil suits listed alphabetically by plaintiff with date served and by whom. See also "CIVIL RETURNS."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CIVIL RETURNS****GS2- 19**

This record series consists of information which should be used by all sheriff's serving process and the original attached to the paper served. The returns are for individual, substitute, corporation, not found, other and incompetent. They contain the name of the plaintiff and defendant, type of writ, case number, cause of action, court, receipt, deposit, attorney, date received, name, date, time of service and the costs. This records series is Auditor General's Form 57-14 or its equivalent. See also "EXECUTION DOCKET RECORDS," "EXECUTION RECORDS: RECEIPT," "EXECUTION RECORDS: SATISFIED," and/or "EXECUTION RECORDS: UNSATISFIED."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CLIENT CASE FILES: HUMAN/ SOCIAL SERVICES****GS1- 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 State Agency for Health Care Administration as provided by ss. 154.301, - 154.331, F.S., and Health Care Responsibility for Indigents; and Chapter 59H-1, F.A.C., Florida Health Care Indigency Eligibility Certification Standards.

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CLINIC LOG****GS7- 120**

This record series consists of a list of which children enter the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed. Please refer to Florida Statute 95.11, for statute of limitations on medical malpractice.

- a) RECORD COPY. 7 years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**Closed Files: Capital Improvement****GS9825**

This record series consists of correspondence or memorandums (incoming and outgoing), general, programming, design, pre-construction, construction, closeout, and warranty information for completed capital improvement projects. Also included are building plans, building permits, certificates of occupancy, contracts, and engineer's reports. The files are also referred to as "Dead Files". See also "ARCHITECTURAL PLANS/SPECIFICATIONS: EDUCATIONAL/SCHEMATIC", "ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS", "BUILDING PLANS: COMMERCIAL", "AGREEMENTS: CAPITAL IMPROVEMENT", "CONTRACTS: CAPITAL IMPROVEMENT", "LEASES: CAPITAL IMPROVEMENT", and/or PROJECT FILES: CAPITAL IMPROVEMENT".

- a) RECORD COPY. Retain for life of structure.
- b) DUPLICATES. 3 fiscal years.

Records created before 6/30/1995 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CODE ENFORCEMENT HEARING CASE FILES****GS1- 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, F.S., County or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

- a) RECORD COPY. 5 anniversary years after case closed.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CODE SHEETS****GS2- 20**

This record series consists of code sheets which are used to transmit statistical information for crime prevention.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**CODE VIOLATION RECORDS****GS1- 237**

This record series consists of documentation of code enforcement activities in response to code violations prior citation being 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 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, F.S., County of Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES."

- a) RECORD COPY. 3 anniversary years after case closed
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**COLLEGE ASSISTANCE PROGRAM STUDENT INFORMATION****GS9902**

This record series consists of cards containing information such as student's name, address, test results, and college preference. Also consists of related documents such as daily log, etc.

- a) RECORD COPY. One (1) year after end of school year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## COMBAT AUTO THEFT (CAT) PROGRAM RECORDS

GS2-159

This record series consists of documents pertaining to a citizen's participation in the Combat Auto Theft Program (CAT). This program is designed to reduce the number of auto thefts occurring by allowing law enforcement officers to stop participant's cars between the hours of 1:00 and 5:00 am. The driver must then identify himself as the owner of the vehicle. Participating vehicles are recognized by a decal placed in the lower left hand corner of the rear window. When a citizen decides to sell his or her vehicle or drop out of the program, they must return the Withdrawal Form and remove the program sticker from their car. The consent forms, occasional address and phone number updates, and the withdrawal forms constitute the total records kept on this program. This retention period is based on s. 95.11, F.S. for the statute of limitations to file an action based upon negligence, false arrest, false imprisonment, and malicious interference.

- a) Record copy. 4 years after withdrawal from the program.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## COMMITMENT AND RELEASE LISTS

GS2-22

This record series consists of lists of individuals booked into and released from the booking facility during a twenty-four hour period (midnight to midnight). Information includes date, booking number, name, race, sex, age, charge, court, arresting officer, bond amount, how released and date returnable. See also "BOOKING RECORDS."

- a) Record copy. 1 year after released provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## COMMITMENT TO SERVE SENTENCE FORMS

GS2-21

This record series consists of forms completed by the court and signed by the judge which commits an individual to jail or to pay a fine. It includes name of person charged, date of conviction, type of offense, amount of fine and length of sentence. This is a duplicate record because the record copy is on file with the Clerk of the Circuit Court.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## COMMUNICATIONS TAPE RECORDINGS

GS2- 23

This record series consists of twenty-four hour tape recordings of radio and telephone communications and complaint calls. The recordings are made for back-up of activity reports, complaint cards (form one cards) and office operations. It includes tapes of telephone calls coming into and going out of the police/sheriff department which are used to record initial incoming calls and complaints, and general conversations of persons calling outside and are of no value to the department except to verify times complaints are telephoned into the department. See also "911 RECORDS: LOGS."

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

Records created before 4/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## COMPLAINT LOGS

GS2- 24

This record series consists of a log of all complaints to which a unit responded showing name of victim, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any) and disposition of case. See also "COMPLAINT RECORDS/ INCIDENT REPORTS."

- a) Record copy. 2 years after last entry provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## COMPLAINT RECORDS/INCIDENT REPORTS

GS2- 25

This record series consists of a report filled out by the officer at the time of the original call for service for each crime, disturbance, or complaint reported, showing date, time, type of call, number of complaint, name of complainant, address and phone number, name of victim (if any), desk officer, officer assigned, how the complaint was reported, location of complaint, responding officer, action taken on call, time and date unit is dispatched, arrived at scene and returned to service, response and immediate disposition. This report may be called a "First Contact Police Report." A copy of the complaint or incident report may be filed in a criminal investigative record at a later date. This series would also include Baker Act Incident Reports See also "COMPLAINT LOGS," and/or "CRIMINAL INVESTIGATIVE RECORDS:."

- a) Record copy. 2 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**COMPLAINTS: CITIZENS/ CONSUMERS/ EMPLOYEES****GS1-94**

This record series consists of individual complaints received from citizens, consumers or employees. This records provide name, address, telephone number of complainant, date of complaint, telephone number, the 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 harrassment or discrimination among the employees. See also "GRIEVANCE FILES."

- a) RECORD COPY. 1 anniversary years after resolved provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**COMPREHENSIVE MASTER PLANS: ADOPTED****GS1-166**

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 governmental related functions. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." Refer to Chapter 163, F. S. "These records may have archival value."

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)****GS1-174**

This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local government agencies required by the State of Florida. The supporting documents may include additional maps, surveys, sit palns, correspondance, public opinion polls, copies of revelent studies or analyses, and other materials which support the proposed plan. Refer to Florida's Growth Management Act: Chapter 163, Part II, F.S., Local Government Comprehensive Planning and Land Development Regulation Act. See also "COMPREHENSIVE MASTER PLAN: ADOPTED." These records may have archival value.

- a) RECORD COPY. 5 years after adopted. Agencies shoud ensure appropriate preservation of records determin
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CONFISCATED INTOXICATING BEVERAGE RECORDS****GS2- 123**

This record series consists of itemized records of the seizure of all intoxicating liquors, wines or beers which includes a complete record of the destruction of such liquors and which records are verified by the signature of the sheriff in person. This records series is created in accordance with s. 568.12, F.S.. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS."

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**CONFISCATED INTOXICATING BEVERAGE REPORTS****GS2- 26**

This record series consists of a report of seized illicit intoxicating beverages as provided in s. 562.38, F.S. The report, which is submitted to the Division of Alcoholic Beverages and Tobacco by local Law enforcement agencies, provides a description of all property seized so that the state can be kept informed to the size and magnitude the illegal liquor business.. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**CONSOLIDATED REPORTS: DAILY****GS8- 14**

This record series consists of a 24 hour report on alarms consisting of the time, location, alarm number, and the officer in charge.

- a) RECORD COPY. 1 year after report.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CONTRACTS/ LEASES/ AGREEMENTS: CAPITAL  
IMPROVEMENT/REAL PROPERTY****GS1- 64**

This record series consists of legal documents, correspondence, reports, etc., relating to 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, structure, 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."

- a) RECORD COPY. 10 fiscal years after completion or termination of contract/ lease/ agreement provided appl
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CONTRACTS/ LEASES/ AGREEMENTS: NON-CAPITAL  
IMPROVEMENT****GS1- 65**

This record series consists of legal documents, correspondence, reports, etc., relating to 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 IMPROVEMENTS/REAL PROPERTY," and "BARGAINING RECORDS."

- a) RECORD COPY. 5 fiscal years after completion or termination of contract/ lease/ agreement provided appli
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CORRESPONDENCE & MEMORANDA: ADMINISTRATIVE****GS1- 17**

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

- a) RECORD COPY. 3 fiscal years. State agencies must contact the State Archives of Florida for archival review
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## COURSE OUTLINES

GS7- 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.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC

GS2- 42

This record series consists of a log reflecting the dissemination of criminal history records, including: the date of release, to whom the information relates, to whom the information was released, state identification or F.B.I. number and the purpose for which the information was requested. These records are created and maintained pursuant to federal regulations under 28 CFR Subpart C and s. 943.053 and 943.055, F.S..

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

*Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## CRIMINAL INTELLIGENCE INFORMATION RECORDS

GS2- 30

This record series consists of information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity. (See s. 119.001 (3)(, F.S.) Criminal intelligence information shall not include the time, date, location and nature of a reported crime; the name, sex, age and address of a person arrested or of the victim of a crime except as provided in s. 119.07 (3)(h), F.S.; the time, da

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**CRIMINAL INVESTIGATIVE RECORDS: 2nd AND 3rd DEGREE  
FELONIES****GS2- 126**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 6 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY****GS2- 31**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation into a capital or life felony offense or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS." Please refer to s. 775.15, F.S.

- a) Record copy. 100 years after crime committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1910 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME  
UNKNOWN/NO CHARGES FILED****GS2- 129**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 4 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: DUI-DUBAL  
(FELONY/MISDEMEANOR)****GS2- 133**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:."

- a) Record copy. 45 days after final disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 4/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.



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**CRIMINAL INVESTIGATIVE RECORDS: ELDER ABUSE OR  
NEGLECT****GS2- 124**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (s. 825.102, F.S.). The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. This retention is set by s. 95.11, F.S. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 7 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: FIRST DEGREE FELONY****GS2- 125**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a first degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 8 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2002 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: FIRST DEGREE  
MISDEMEANOR****GS2- 127**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a first degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 5 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: INDEX****GS2- 131**

This record series consists of an index to any information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation. The index serves a point of ready reference in locating the criminal investigative case record or additional files. The indexed reference may include the case number, important dates, and the name of the investigating officer. See also other "CRIMINAL INVESTIGATIVE RECORDS:."

- a) Record copy. Retain as long as the item it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER****GS2- 130**

This record series consists of information with respect to an identifiable juvenile offender or group of juvenile offenders compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:."

- a) Record copy. Retain until Subject is 19.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1991 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: MEDICAID PROVIDER FRAUD****GS2- 160**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (s. 409.920, F.S.). The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information.. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS." and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 8 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2002 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS  
CASES****GS2- 161**

This record series consists of information on a case involving a missing person(s) where the body has not been recovered and the individual(s) has not been located. The file may include a variety of documentation including, but not limited to: information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, and correspondence subject to the case. These files continue to have value many decades after the disappearance as human remains may be uncovered at any time. Remains would be compared against the dental charts, fingerprints, and physical description of the missing person. Furthermore any possessions or artifacts found near the body would be compared against the description of the victim's clothing and any personal possession thought to also be missing. See other "CRIMINAL INVESTIGATIVE RECORDS:."

- a) Record copy. 100 years after initial report is filed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1910 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS  
CASES (FOUND/SOLVED)****GS2- 162**

This record series consists of information on a case involving a missing person(s) where the body(ies) or individual(s) have been located. If the person is located alive and no crime has occurred, the information collected as part of a the investigation would take the retention of the "Complaint Records/Incident Reports." If criminal activity has occurred, then the information collected as part of the missing persons case would take the retention of the appropriate "Criminal Investigative Record." See also other "CRIMINAL INVESTIGATIVE RECORDS:."

- a) Record copy. As long as the record series it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION****GS2- 148**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a non-criminal violation of the law, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 4 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: POLLUTION CONTROL****GS2- 163**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Chapter 403, F.S.). The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. This retention is set by s. 95.11, F.S. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 8 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2002 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: SECOND DEGREE  
MISDEMEANOR****GS2- 128**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a second degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance. The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 4 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**CRIMINAL INVESTIGATIVE RECORDS: SECURITY &  
INVESTMENT FRAUD****GS2- 164**

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Chapter 517, F.S.). The file may also contain fingerprint cards of the person arrested by the police/sheriff department, fingerprint classification (i.e. size, shape), F.B.I. history number, state identification number, the original arrest report, supplemental arrest reports, arrest affidavit, the original booking slips, jail commitment sheets, first appearance sheets, arrest booking sheets, copies of warrants, photographs (mug shot and the negative), narrative, correspondence subject to the subject or case, the disposition of the case, the bond, fine amount of bond for the person to be released from jail, posted fine and cost bond, commitment orders, court orders, record of offender's incarceration (if applicable), Florida Statutes number, rights under Miranda, family history, releasing orders, date of release, reason, court dispositions and medical information. This retention is set by s. 95.11, F.S. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and other "CRIMINAL INVESTIGATIVE RECORDS:." Please refer to s. 775.15, F.S.

- a) Record copy. 5 years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.



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## CURRICULUM FILES

GS7- 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 hand books.

- a) RECORD COPY. 3 fiscal years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## DATA COLLECTION ACTIVITIES FOLDERS

GS9803

This record series consists of Approved Data Collection Activities form (FM-4335), Forms Authorization Request (FM-1229), and copies of any forms and/or non-routine correspondence.

- a) RECORD COPY. Retain for one fiscal year after expiration date.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## DIPLOMAS/CERTIFICATES: STUDENT

GS7- 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.

- a) RECORD COPY. 90 Days
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 3/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## DIRECTIVES/POLICIES/PROCEDURES

GS1- 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 an memoranda starting the policies and procedures to be followed by employees. . See also "ADMINISTRATOR RECORDS: AGRNCY DIRECTOR/ PROGRAM MANAGER," "CORRESPONDENCE & MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS RECORDS: DRILLS. "These records may have archival value."

- a) RECORD COPY. 2 anniversary years after superseded or becoming obsolete. State agencies must contact th
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Originals created before 6/30/2008 are eligible for destruction. Duplicates can be disposed of through 6/30/98 . You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## DISASTER PREPAREDNESS RECORDS: DRILLS

GS1- 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, description 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), F.S., requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic test, training, and exercise." Section 252.38, F.S. authorize counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/ POLICIES/ PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY."

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

Records created before 12/31/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## DISASTER RELIEF RECORDS

GS1- 321

This record series consists of all supporting documentation which is related to the distribution, receipt or expenditures of state or federal funds received for natural or man-made disasters, including, but are not limited to, major storms, floods, fires, tornados and hurricanes. The records may also include applicable disaster relief funding agreements and expenditure reports, and supporting documentation may include, but is 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 44 CFR 13.42, Emergency Management and Assistance, Retention and Access Requirements for Records.

- a) Records copy: 5 fiscal years after submission of final expenditure report or receipt last payment is received.
- b) Duplicate: Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## DISBURSEMENT RECORDS: DETAIL

GS1- 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, acceptance 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 S.95.11(2), F.S., Statue of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DISBURSEMENT RECORDS: SUMMARY****GS1- 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 of 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."

- a) RECORD COPY. 10 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DISCIPLINARY CASE FILES:EMPLOYEES****GS1- 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 ordinance. The series may include, but 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."

- a) RECORD COPY. 5 ANNIVERSARY YEAR AFTER FINAL ACTION.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)****GS7- 26**

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports and decisions. Among the reports may be bus driver's reports on students' misbehavior on school buses. Each district should classify in policy what actions will be considered "major offenses." See also "EXPULSION RECORDS: STUDENT."

- a) RECORD COPY. 3 school years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)****GS7-27**

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports and decisions. Among the reports may be bus driver's reports on students' misbehavior on school buses. Each district should classify in policy what actions will be considered "minor offenses."

- a) RECORD COPY. Retain until end of school year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DISPOSITION REPORTS: COUNTY CORRECTIONAL FACILITY****GS2-166**

This record series consists of a disposition report developed by the Division of Criminal Justice Information Systems and completed by the sheriff or unit of government or agent thereof relating to the receipt or discharge of any person who was sentenced to a local jail facility. The disposition report includes the offender-based transaction system number as well as personally identifiable information on the individual.

- a) Record copy. 180 days.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 1/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DISPOSITIONS: NOLLE PROSEQUI****GS2-72**

This record series consists of copy of the disposition that the State Attorney's Office sends when a case has been Nolle Prosequi. See also "ARREST WARRANTS/CAPIAS/ORDERS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**DRAFTS AND WORKING PAPERS****GS1-242**

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 not limited to, copies of correspondence or memoranda; circulated draft; 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 or major policy initiatives) should be placed under the records series "ADMINISTRATOR RECORDS: PUBLIC AGENCY DIRECTOR/ PROGRAM MANAGER."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**DRIVER ENGINEER INFORMATION CARDS (CURRENT)****GS8-16**

This record series consists of personal data on driver engineers including operator's license number and the vehicle to which he is assigned.

- a) RECORD COPY. Retain until termination of employment.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**DRUG TEST CASE FILES****GS1-260**

This record consist of the results of a drug test under the Florida's Drug Free Workplace Act or as required for Commercial Drivers License (CDL) or other drivers under US Department of Transportation regulations. The case file may include, but 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 urine specimen for testing; the employer's copy of an 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 substance test(s). Refer to s. 112.0455 and (8), F.S. (Florida Drug-Free Workplace Act, types of testing and testing procedures), s. 443.1715(3)(b), F.S. (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention.)

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ELECTRONIC FUNDS TRANSFER RECORDS****GS1-264**

This records 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 number, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slip or check; and documentation for the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposit or payment. Retention is pursuant to Statute of Limitation for fraud, s.95.11 (3)(j), F.S.

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ELECTRONIC RECORDS SOFTWARE****GS1- 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 to an audit process.

- a) RECORD COPY. Retain as long as there are software-dependent records in storage.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Originals created before 6/30/2010 are eligible for destruction. Duplicates can be disposed of through 6/30/99. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EMERGENCY FIRE AND DISPATCH RECORDS****GS8- 18**

This record series consists of logs or other documents detailing the time the alarm was received, the company or companies responding, and the time the run was completed. These documents are maintained on dispatching conducted between a fire substation and the main dispatcher. This may include reports of in-service and out-of-service, radio checks, and verifications of status. This series does not include medical information or E911 calls. Local agency must determine the criteria for keeping this information longer than the minimum retention period, thus insuring that all necessary information is retained. Please refer to the General Schedule for Law Enforcement (GS2) and the General Schedule for State and Local Governments (GS1).

- a) RECORD COPY. 30 days unless warranted to be kept longer.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 4/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EMERGENCY NOTIFICATION RECORDS****GS7- 122**

This record series consists of documentation which may identify the emergency contact person for a student, the name and phone number of the family doctor, refusal of treatments, 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 annually or whenever necessary by the student, parent, or guardian.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**EMPLOYEE IDENTIFICATION RECORDS****GS2- 36**

This record series consists of identification cards and photographs of all employees which may include the employee's name, date of birth, height, weight, sex, race, agency head's name, and agency being represented by the employee.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## EMPLOYMENT APPLICATION AND SELECTION RECORDS

GS1- 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 resumes 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 OFFICAL PERSONNEL FILE. See sections 110.211 and 110.213, F.S., governing recruitment and selection in State employment; s.760.11, F.S., administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and rule 60L-29 through 60L-39, F.A.C., Personnel Rules. See also "PERSONNEL RECORDS" item and "POSITION DESCRIPTION RECORDS."

- a) RECORD COPY. 4 anniversary years after personnel action and any litigation is resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## EMPLOYMENT ASSISTANCE PROGRAM RECORDS

GS1- 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 a letter of inquiry, application, supporting documentation, referrals, updates on employee treatment, and the dates and times of appointments. This series does not contain financial or vendor billing information. Refer to s.112.0455(8)(I), for definition of Employee Assistance Program and s. 433.1715(3)(b), F. S. for confidentiality requirement.

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## EMPLOYMENT ELIGIBILITY LIST

GS1- 101

This record series consists of a listing of all eligible candidates for a vacated position of employment. The list may include name, address, home and work telephone numbers, and social security number. See also "APPLICATIONS: EMPLOYMENT (NOT HIRED)," "PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM," and/or "PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM." Refer to s. 119.07(3)(I), and s. 119.07(3)(x), F. S.

- a) RECORD COPY. 2 years after expiration of eligibility.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## EMPLOYMENT EXAMINATION RECORDS

GS1- 102

This record series consists of test plans, announcements, grades, grading scales, keyed exams, test monitor's list of candidates, any research toward the development of the tests, and any other selection or screening criteria. See "APPLICATIONS: EMPLOYMENT (NOT HIRED)," "PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM," and/or "PERSONNEL RECORDS: NON FLORIDA RETIREMENT SYSTEM."

- a) RECORD COPY. 2 years after examination.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## EMPLOYMENT RECORDS: OFF DUTY ACTIVITIES

GS2- 168

This record series consists of those records required to maintain control over off-duty employment by law enforcement officers. This may include, but is not limited to: all job descriptions and job announcements from outside employers; applications for the eligibility pool; notice of final selection by the outside agency; schedules provided by prospective employer; and correspondence. This series does not include payment or financial information and is not related to Workers' Compensation. These records satisfy s. 30.2905, F.S.

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## ENCUMBRANCE RECORDS

GS1- 20

This record series consists of reports and other documents detailing funds that have been encumbered, i.e., set aside, but not 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.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## ENDOWMENTS/ BEQUESTS/ TRUST FUND RECORDS

GS1- 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.

- a) RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**ENVIRONMENTAL REGULATION COMPLIANCE RECORDS****GS1- 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 not limited to, environmental impact statements, environmental resources permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, and supporting documents.

- a) RECORD COPY. 5 fiscal years after completion provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS****GS1- 103**

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

- a) RECORD COPY. 4 fiscal years after final action provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EQUIPMENT / VEHICLE MAINTENANCE RECORDS****GS1- 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 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."

- a) RECORD COPY. 1 calendar year after disposition of equipment.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EQUIPMENT REFERENCE FILES****GS1- 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."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## EQUIPMENT/VEHICLE USAGE RECORDS

GS1- 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."

- a) Record Copy: 1 Calendar Year.
- b) Duplicates: Retain until obsolete, superseded, or administrative value is lost.

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## EVIDENCE PROCESSING RECORDS

GS2- 39

This record series consists of a record of evidence held in the evidence room and its future disposition. The record is completed when officers turn in property for safe keeping, evidence or found property. A description of the property and the property form number is stated in the officer's offence report. The property form contains the offense number, date, person received from, received by, arrest number (if applicable) and a description of the property. After the property is disposed of by law or court order, notations are made on the form showing date and final disposition. It includes receipts of all incoming and outgoing property in the evidence room, the evidence card which is a listing of the property, case number, officer, suspect or victim, and stolen property card which maintains an index by classification of the type of property. See also "PROPERTY RECORDS: CONFISCATED."

- a) Record copy. 60 days after disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 4/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL

GS7- 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, parent and/or teacher behavior rating scales. This record series may include the test booklets for 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, and any standardized tests administered by the school's psychologist, social worker, guidance counselor, the speech and language diagnostician, and other educational diagnosticians

- a) RECORD COPY. Retain for 3 years after the test results are entered in to the student record.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXAMINATION MATERIALS: STANDARDIZED****GS7- 28**

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student's 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. This record series may include the California Achievement Test, SAT/ACT/ASVAB, and any standardized tests (mandated locally) administered by the teacher. This series does not include psychological testing materials.

- a) RECORD COPY. Retain until 90 days after the test results are posted to the student record.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 3/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTER/SCHOOLS****GS2- 170**

This record series consists of examination booklets, grading logs/scales, and each student's completed examination. These exams are listed in Chapter 11B, F.A.C. This retention period is set under Rule 11B-30.0045 (3) (e), F.A.C.

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXAMINATION REPORTS: STANDARDIZED****GS7- 29**

This record series consists of those general statistical reports produced as a result of the administration of a standardized examination. These reports might show the percentage of students who passed or failed, areas of general weakness by age or grade level, or statistics produced which demonstrate racial/gender/or development patterns. These reports do not contain student specific results but are numerical comparisons, attendance lists, and other general data.

- a) RECORD COPY. 3 fiscal years
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXAMINATION RESULTS: STANDARDIZED****GS7- 124**

This record series consists of the final results of a student's performance on a standardized test other than the SSAT. 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.

- a) RECORD COPY. Retain until posted to the student record
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**EXCEPTIONAL STUDENT EDUCATION RECORDS****GS7- 125**

This record series consists of a wide variety of information on an individual student tested for or enrolled in an Exceptional Education Program. These files may include, but are not limited to: 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, and 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 and are part of Category B information - BUT HAVE A LONGER RETENTION REQUIREMENT THAN OTHER CATEGORY B INFORMATION. Please refer to 34 CFR 300.560-300.577 and s. 1415(b) of 20 USC Chapter 33. SEE ALSO "EXAMINATION MATERIALS: STANDARDIZED PSYCHOEDUCATIONAL."

- a) RECORD COPY. 5 years after graduation, transfer out of program, refusal of admittance to the program, or
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1983 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXCISE TAX/ SPECIAL ASSESSMENT RECORDS:  
DISBURSEMENT/ RECEIPT****GS1- 168**

This record series consists of the cash disbursements and cash receipts that pertain to general or specific laws or the State Constitution authorizing collection proceedings. See also "EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS."

- a) RECORD COPY. 4 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS****GS1- 175**

This record series consists of journals that pertain to general or special laws or the State Constitution authorizing collection proceedings. See also "EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT."

- a) RECORD COPY. 7 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXECUTION DOCKET RECORDS****GS2- 41**

This record series consists of dockets which contain a list of all executions, orders and decrees directed to the sheriff in relation to the collection of money, and a statement of money credited on such orders, executions and decrees, and when, to whom and by whom paid. This record is created in accordance with s. 30.17, F.S. See also other "EXECUTION RECORDS:."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXECUTION RECORDS: RECEIPT****GS2- 240**

This record series consists of the receipts given to the Sheriff upon his return of an unsatisfied execution. The receipt is issued by the Clerk of the Court's Office in accordance with s. 56.041(2), F.S. See also "EXECUTION RECORDS: UNSATISFIED."

- a) Record copy. 1 year.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXECUTION RECORDS: SATISFIED****GS2- 40**

This record series consists of satisfied executions which are received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the clerk of that particular court. Executions are used to levy a fine on the property and goods of the defendant. When an execution is satisfied and paid in full, an officer will furnish the defendant with a notice that the judgment had been satisfied. All receipts of money are endorsed on the execution. When fully paid, the officer shall make his or her return and file it in the court which issued the execution in accordance with s. 56.021 and 56.041(1), F.S. See also other "EXECUTION RECORDS:."

- a) Record copy. Return to issuing Clerk of the Court after satisfied.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXECUTION RECORDS: UNSATISFIED****GS2- 172**

This record series consists of all executions which are received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the clerk of that particular court but which are never satisfied. Executions are used to levy a fine on the property and goods of the defendant. All unsatisfied executions in the possession of the sheriff may be returned to the issuing court 20 years after the date of issuance of final judgment in accordance with s.56.041(2), F.S. See also other "EXECUTION RECORDS:."

- a) Record copy. 20 years after the date of issuance of final judgment; return to issuing court.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1990 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXECUTION RECORDS: RECEIPT****GS2- 171**

This records series consist of the receipts given to the sheriff upon his return of an unsatisfied execution. The receipt is issued by the Clerk of the Court's Office in accordance with s. 56.041(2), F.S. See also "EXECUTION RECORDS: UNSATISFIED."

- a) Record copy. 1 year
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXPENDITURE PLANS: CAPITAL IMPROVEMENT****GS1- 208**

This record series consist improvenent expenditure plans detailing the long- term building and capital improvement needs if the agency. These plans may demonstrate a priority listing for capital improvement experditures as well as a time line for each project's completion. Records may also include, but not limited to, background supporting materials and reports and related correspondence. " Capital Improvements" shall mean improvements to rea; property (land, buildings,including appurtenances, fixtures and fixed equipments, structure, 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.

- a) RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**EXPOSURE RECORDS****GS1- 227**

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation and chemicals above the acceptable limits of 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 necessary data to support the possibility of exposure. Employers are required to amintain and make available to employees Material Safety Data Sheetsfor each hazardous/toxic chemical or Records, and 29CFR1910.1030, Booldborne Pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

- a) RECORD COPY. 30 anniversary years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1980 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**EXPULSION RECORDS: STUDENT****GS7- 31**

This record series consists of suspension notices stating the reasons therefore, investigative reports, notice of hearing, transcript, recommendations, and final outcome. See also "DISCIPLINE RECORDS: STUDENT (FINAL ACTION)" and/or "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)".

- a) RECORD COPY. 5 fiscal years after final disposition.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FACILITIES USAGE RECORDS****GS7- 32**

This record series consists of documentation of the use of School Board facilities by outside persons or organizations.

- a) RECORD COPY. 5 fiscal years after agreement.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FALL STAFF SURVEYS****GS7- 33**

This record series consists of backup materials, ESE 058 (formerly EEO-5), and supporting documents.

- a) RECORD COPY. 3 fiscal years provided applicable audits are released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FALSE ALARM REPORTS****GS8- 3**

This record series consists of information pertaining to false alarms, outcries, or reports of fire. These reports may include, but not limited to: the date and time of the report; the location; any identifying characteristics of the caller; the number of responding units; and the time it was ascertained as false report. The State Fire Marshal maintains these records as part of fire reporting.

- a) RECORD COPY. 4 years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FEASIBILITY STUDY RECORDS****GS1-106**

This record series consists of working papers, correspondence, consulting firm reports, internal cost benefit analysis records, and management committee reports investigating various projects of the governing agency. The 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.

- a) RECORD COPY. 3 years after completion of study provided applicable audits have been released. State agen
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS****GS1-157**

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, 1099-INT, and UCT-6. Retention period is pursuant to 26CFR31.6001-1(e)(2), place and period for keeping records.

- a) RECORD COPY. 4 calendar years from the tax due date (April 15) of the year to which the record applies, or
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FEDERAL CASH ADVANCE RECONCILIATION RECORDS****GS7-34**

This record series consists of information on the receipts and distribution or return of funds.

- a) RECORD COPY. 3 fiscal years after completion or reconciliation provided applicable audits are released an
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FEDERAL COMPENSATORY EDUCATION RECORDS****GS7-35**

This record series consists of records of the amount and disposition of all Chapter I funds including records which document the portion of cost provided from non-Chapter I funds and other records that record compliance with Chapter I requirements.

- a) RECORD COPY. 3 fiscal years provided audits have been released and resolved..
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FEDERAL IMPACT AID RECORDS****GS7- 36**

This record series consists of applications and records and supporting documents for eligibility under Public Law 874 and 815.

- a) RECORD COPY. 5 fiscal years provided applicable audits are released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**Federal Management Administration, FEMA, Federal Aid Records for Hurricane Andrew Recovery and Relief Effort.****GS9914**

This record series consists of all records, regardless of physical form, which document actions events and financial transactions that result in reimbursement for hurricane Andrew damage claims submitted to insurance carriers and Federal Emergency Management Administration, through Florida Department of Community Affairs. Examples of records are insurance claims records, insurance policies, damage survey reports, requisitions, purchase orders, supporting documents for accounts payable/receivable records, cancelled checks, correspondence, financial reports, funds transfer records, legal advisement for bld invitations, payroll records, property control records, program cost reports, receipt of goods, vehicle reports, vouchers, work orders, etc. It should be understood that the foregoing are given as examples, and this record series will not be necessarily limited to those records types given as examples. The original of these records will physically reside in the various offices throughout the district which administer that particular program activity. Those offices will be responsible for the maintenance and timely access to the original records in their care.

- a) RECORD COPY (MASTER) -- Five (5) fiscal years after FEMA closes out project, provided all applicable a
- b) DUPLICATES -- Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FIELD INTERROGATION REPORTS****GS2- 43**

This record series consists of a limited informational report filled out by an officer on persons or vehicles that are suspicious at the time or place of contact, not of a criminal nature. It records the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name of associates, officer's name who is conducting the interrogation and reason(s) stopped. No arrest are made or other reports filed of this momentary detention. In addition, this report series may include the field interview report which will require follow-up, research and/or an interchange of information over an extended period of time. See also "WARNING TICKETS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## FIELD TRIP AUTHORIZATIONS

GS7- 37

This record series consists of records regarding parental/guardian approval/disapproval to take students on trips. Documentation normally includes purpose of trip, date, and destination. These records can be handwritten by the parent or guardian or District approved forms with a parent/guardian signature. The record excludes any financial transactions (expenditures).

- a) RECORD COPY. Retain until end of school year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## FINAL ORDERS RECORDS

GS1- 67

This records series of all final agency orders, a current final order hierarchical subject-matter index, a list of all final orders not required to be indexed and supporting documents such as notices, pleadings, motions, and immediate rulings; evidence received or considered; a statement of matters officially recognized; questions and proffers of proof and objections and rulings thereon; proposed findings and exceptions; any decision, opinion, proposed or recommended order; or report by the officer presiding at the hearing and all staff memoranda or data submitted to the hearing officer during the hearing or prior to its disposition, after notice of the submission to all parties. "Final order" is defined in s. 120.52, F.S., "as a written final decision which results from a proceeding under s.120.56,s. 120.569,s. 120.573, or s. 120.574 which is not a rule, and which is not expected 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 s.120.53(3), F.S. See also "MINUTES; OFFICIAL MEETINGS." For Chapter 162, F.S., Proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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## FINANCIAL ACCOUNT AUTHORIZATION RECORDS

GS1- 84

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

- a) RECORD COPY. 5 fiscal years after authorization superseded, expired, or cancelled provided applicable and
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINANCIAL HISTORY SUMMARY****GS1- 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.

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)(SUPPORTING DOCUMENTS)****GS1- 108**

This record series consists of documentation supporting the information reported in the annual financial report submitted to the Department of Financial Services by each local government entity as required by s. 218.32, F.S., Annual Financial Reports; Local Government Entities. This documentation may include information utilized in compiling the report or may indicate how the reporting entity arrived at the reported information. See also " FINANCIAL REPORTS:ANNUAL (LOCAL GOVERNMENT)."

- a) RECORD COPY. 4 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINANCIAL REPORTS: ANNUAL( LOCAL GOVERNMENT)****GS1- 107**

This record series consists of a copy of the annual financial report submitted to the Department of Financial Reports; Local Government Entities. Per statute, the report must include, but is not limited to, total revenues and expenditures and outstanding long-term debt. See also" AUDITS; AUDITOR GENERAL," " FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)," AND " FINANCIAL REPORTERS: ANNUAL (LOCAL GOVERNMENT)(SUPPORTING DOCUMENT)." These records may have archival value.

- a) RECORD COPY. 10 fiscal years provided applicable audits have been released. Agencies should ensure appropriate
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINANCIAL REPORTS: CATEGORICAL (NON-FTE)****GS7- 39**

This record series consists of Migrant, Transportation, Compensatory Education, Student Services, etc. See also "GRANT FILES: FEDERAL."

- a) RECORD COPY. 4 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINANCIAL REPORTS: COMPREHENSIVE ANNUAL(LOCAL GOVERNMENT)****GS1- 317**

This record series consists of the comprehensive annual financial report (C.A.F.R.) required under s.218.39, F.S., Annual Financial Audits Reports, and section 10.550 of the Rules of the Auditor General of the State of Florida. See also "FINANCIAL REPORTS: ANNUAL(LOCAL GOVERNMENT)" AND "FINANCIAL REPORTS: ANNUAL(LOCAL GOVERNMENT)(SUPPORTING DOCUMENTS)." These records may have archival value.

- a) Record copy. 10 fiscal years provided applicable audits have been released. Agencies should ensure appropriate
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINE AND FORFEITURE RECEIPT RECORDS****GS2- 44**

This record series consists of receipts given to a person charged with an offense by the Sheriff's Office. It lists the person's name, amount of fine and date paid. See also "FINE/ESTREATED BOND REPORTS."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINE/ESTREATED BOND REPORTS****GS2- 45**

This record series consists of amount of fine or estreated bonds transferred to the Fine and Forfeiture Fund. It includes defendant's name, court case number, date of commitment and amount. See also "FINE AND FORFEITURE RECEIPT RECORDS."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FINGERPRINT CLASSIFICATION INDEXES****GS2- 47**

This record series consists of a number index by fingerprint classification. The classification assigns numerical values to identify fingerprint patterns.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**FIREARM QUALIFICATIONS RECORDS****GS2-48**

This record series consists of records generated by each officer/deputy in their attempt to become qualified to carry a firearm and to update those qualifications on a periodic basis.

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

Records created before 6/30/1985 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FLORIDA INVENTORY SCHOOL HOUSES (FISH) FORMS****GS7-41**

The record copy is with the Department of Education and this retention period is for the duplicates housed with the Districts.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**FOLLOW-UP SURVEYS****GS7-42**

This record series consists of an annual survey of graduates and students that leave college early.

- a) RECORD COPY. 3 years after completion.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: ANALYSIS  
REIMBURSEMENT/CLAIM REPORTS****GS7-43**

This record series consists of monthly reimbursement and claim reports used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: COMMODITY ISSUE SLIPS****GS7- 44**

This record series consists of reports which show the operation of the individual school food service programs as required under the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Programs in Volume 7 of the Code of Federal Regulations.

- a) RECORD COPY. 3 years after close of the federal fiscal year provided applicable audits are released and res
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: ELIGIBILITY HEARING****GS7- 126**

This record series consists of the written record 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. Please refer to 7 CFR 245.7

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: END-OF-MONTH REPORTS****GS7- 45**

This record series consists of documentation of menus, food production, sales tax reports, meals sold, inventory costs of purchased foods and commodities used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

- a) RECORD COPY. 3 fiscal years after submission of the final Claim for Reimbursement for that year, provide
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: INVENTORY****GS7- 47**

This record series consists of inventory of purchased foods, non-purchased foods, supplies and small-wares. See also "PROPERTY CONTROL RECORDS: ANNUAL REPORT."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: PRODUCTION****GS7- 48**

This record series consists of monthly and master rosters of students, the number of meals served by category including meal tickets, and supporting documentation used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOOD SERVICE RECORDS: RECEIPT REPORTS****GS7- 49**

This record series consists of reports of documentation of all receipts for the day that are created in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FOREIGN STUDENT ADMITTANCE AUTHORIZATION  
(ADULT/VOCATIONAL)****GS9904**

This record series consists of a notification that the student has been cleared through the Foreign Student Office in the Adult Registration Department. The notice includes the date of the clearance, name of the student, name of authorized subject and notation of payment made. Used to authorize registration.

- a) RECORD COPY. One (1) school year provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FUEL TAX REPORTS****GS1- 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, F.S., Motor and Other Fuel Taxes, and Rule 12B-5, F.S.C., Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS****GS7- 51**

This record series consists of annual projections for the upcoming year in relation to full-time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the "FTE General Instructions." See also "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)" and/or "FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)****GS7- 53**

This record series consists of school certification for full-time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the "FTE General Instructions." See also "FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)" and/or "FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS****GS7- 54**

This record series consists of the supporting documents for full-time Equivalency (FTE) records. Among these records are correspondence, memoranda, paper forms, attendance records and reports pertaining to and gathered to input into State Funding Certification. See also "FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)" and/or "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)****GS7- 52**

This record series consists of district certification for full-time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the "FTE General Instructions.". See also "FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)" and/or "FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS****GS7- 56**

This record series consists of applications of students registered to take the GED test and a copy of the notification letter (card, sticker, etc.) sent to the student by DOE. The notification sticker or card may be placed in or on the student's permanent record, if available, but is not required. The GED test booklet is scheduled under "Examination Materials: Standardized." The score sheet, completed by the student, is sent to DOE in Tallahassee. Pre-test materials commonly called the TABE or Locator, is scheduled under "Skills Mastery Records."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GENERAL LEDGERS: (SUPPORTING DOCUMENTS)****GS1- 118**

This record series consists of daily or monthly ledgers and supporting documents for ledgers containing accounts to which debits and credits are posted from supporting documents or original entry. See also "GENERAL LEDGERS: ANNUAL SUMMARY."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GENERAL LEDGERS: ANNUAL SUMMARY****GS1-117**

This record series consists of ledgers containing detail individual financial transactions resulting in the original accounts to which debits and credits are posted from supporting documents of original entry. It includes all permanent ledger entries. If this series is not established by an organization, then the daily or monthly general ledger takes the place of the annual ledger. See Also "GENERAL LEDGERS: SUPPORTING DOCUMENTS." These records may have achival value.

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**GRADE RECORDS: FINAL GRADES****GS7-57**

This record series consists of student final grade reports, which may be used in the FTE audit. See also "GRADE RECORDS: INTERIM GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

- a) RECORD COPY. Retain until posted to permanent record.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GRADE RECORDS: INTERIM GRADES****GS7-58**

This record series consists of student interim grade reports, which may be used in the FTE audit. See also "GRADE RECORDS: FINAL GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**GRADE RECORDS: TEACHER GRADE BOOKS****GS7-59**

This record series consists of student grade reports, which may be used in the FTE audit. See also "GRADE RECORDS: FINAL GRADES" and/or "GRADE RECORDS: INTERIM GRADES."

- a) RECORD COPY. 3 fiscal years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GRANT FILES: GRANTOR AGENCY/ RECIPIENT****GS1- 109**

This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of grant funds. These files include all funded applications, supporting documentation, contracts, agreements, and routine reports submitted by the grant recipient. 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 "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: FEDERAL," and/or "PROJECT FILES: NON-CAPITAL IMPROVEMENT." These records may have archival value.

- a) RECORD COPY. 5 fiscal years after completion of project provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GRANT FILES: RECIPIENT  
GRANT FILES: RECIPIENT****GS1- 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 a 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:NON-CAPITAL IMPROVEMENT."

- a) Record Copy. 5 fiscal year after completion of project provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**GRIEVANCE FILES****GS1- 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 is affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), F.S., outlines the grievance process for state agency career service employees. See also "COMPLAINTS:CITIZEN/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

- a) RECORD COPY. 3 fiscal years after settlement provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## GUNSHOT WOUND REPORTS

GS2- 50

This record series consists of reports made by any physician, nurse or other employee thereof and any employee of a hospital, sanitarium, clinic or nursing home who knowingly treats any person suffering from a gunshot wound or other wound indicating violence or who may receive a request for such treatment. These reports are made to the law enforcement agency in compliance with s. 790.24, F.S.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## HALL PASS

GS7- 127

This record series consists of written hall passes authorizing a student to leave class for another point on campus. The pass may record, but is not limited to, the name of the student, the authorizing signature, the time departed, the designation location, the reason for travel.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## HATE CRIMES REPORTS

GS2- 173

This record series consists of a form required by the Florida Department of Law Enforcement for the reporting of criminal acts motivated by prejudice as required by s. 877.19, F.S. Criminal acts may include, but are not limited to: incidents based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin. Reports are due monthly as required by statute and Rule 11C-2.004, F.A.C.

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

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## HEALTH IMMUNIZATION NOTICE OF NON-COMPLIANCE

GS7- 128

This record series consists of a district generated letter or notice which informs parents, guardians, or adult students that they are not in compliance with Florida's immunization standards. The notice may encourage compliance by a given date and describe the penalties for non-compliance.

- a) RECORD COPY. Until in compliance
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS****GS7- 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 "HEW OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS."

- a) RECORD COPY. 3 years provided applicable audits are released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS****GS7- 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 "HEW ANNUAL REPORTS."

- a) RECORD COPY. 3 years after final report.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INCIDENT REPORT FILES****GS1- 241**

This record series documents of incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow- 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 witness, 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 Statue of Limitation, s. 95.11, F.S. See also" INJURY RECORDS."

- a) RECORD COPY. 4 anniversary years from date of incident.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INDIVIDUAL HANDICAPPED ADULT EDUCATION PLAN (IHAEP)****GS9913**

This record series consists of student name and planned student training information. Generated for semester use to provide history of hours necessary for employability skills.

- a) RECORD COPY: 5 fiscal years after released from program, provided all applicable audits have been release
- b) DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## INFORMATION REQUEST RECORDS

GS1- 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 times/dates/ locations; information on outstanding liens; and general agency information ( e.g., mission statement, telephone list, map/directions employee directory, etc.).

- a) RECORD COPY. 1 fiscal year provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## INJUNCTION RECORDS

GS2- 174

This record series consists of copies of permanent or temporary injunctions, orders dismissing or amending injunctions, and return of service forms. These are copies of records that are maintained by the Clerk of the Court's office.

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

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## INJURY RECORDS

GS1- 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 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 Illness- Retention and Updating. See also "INCIDENT REPORT FILES."

- a) RECORD COPY. 5 calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of 6/30/2007 obsolete, superseded or administrative value is lost.

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## INMATE FINANCIAL RECORDS

GS2- 175

This record series consists of documents and statements on all purchasing transactions between the inmate and the prison commissary/canteen and all acceptance of money and clothing received from the public for inmates. This includes date, receipt number, article received, money received, name of inmate receiving article/money and name of officer accepting article/money.

- a) Record copy. 3 fiscal years provided applicable audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **INMATE INCARCERATION RECORDS**

**GS2- 53**

This record series consists of information gathered on inmates sentenced to serve time. It includes the booking card, verification letters, interview form, psychological testing results (when applicable), information release form, contact sheets, school attendance reports, copy of commitment papers, copies of incident reports, applicable disciplinary reports, applicable letters and memoranda, property cards and a copy of pre-sentence investigation reports. If the inmate has been placed on a work release program, additional records would include work release rules, court order placing subject on work release, disbursement of funds form, time card and progress reports. This series also includes receipts of inmate money and personal property taken for safekeeping upon being booked into the detention facility. It contains receipts of money returned to the arrestee upon release. In addition, this records series consists of a transfer order which is a form verifying that property has been transferred with an inmate when he/she is transferred to or received from a municipal/county facility or state institution. This information includes name, property, cash amount, releasing officer, transporting officer, receiving officer and date.

- a) Record copy. 1 year after released provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **INMATE TRANSPORTATION LISTS**

**GS2- 176**

This record series consists of daily, weekly, or monthly lists of inmates scheduled for arraignment, court appearances, work release, or transport to correctional facility, medical institution, doctor's office, or other site. The method of transportation and the agency conducting the transportation may be noted.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## **IN-SERVICE EDUCATION RECORDS**

**GS7- 65**

This record series consists of component name and identification number, specific objectives, description of activities, component evaluation, budget, names of participants and performance records.

- a) RECORD COPY. 5 fiscal years provided posted to permanent record.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INSPECTION AND MAINTENANCE RECORDS: APPARATUS AND EQUIPMENT****GS8- 27**

This record series consists of a record of the condition and repairs to any fire fighting or rescue apparatus and equipment. The series may include duplicates of work orders, vendor information, and log service activities. It applies to hoses , valves, pumps, the jaws of life, and other advanced life support machines. The series does not include hydrant records.

- a) RECORD COPY. 4 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INSPECTION RECORDS: DETENTION FACILITIES****GS2- 57**

This record series consists of inspection reports of detention facilities made by the Officer-in-Charge and/or prison inspectors and a copy of any official response made by the Officer-in-Charge. Copies of this report are filed with the Department of Corrections as well as the Clerk of the Circuit Court; however, the record copy and duplicates referenced below are for those found in the detention facility.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INSPECTION RECORDS: FACILITIES/BUILDING****GS7- 66**

This record series consists of reports for fire, security, and safety. It also includes inspections of school board facilities reflecting compliance with the standards, rules, and codes affecting the health and safety of the occupants. This series does not include safety or security drills/exercises.

- a) RECORD COPY. 5 fiscal years after re-inspection.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INSPECTION RECORDS: FIRE/SECURITY/SAFETY****GS1- 193**

This record series consists of inspection reports, logs, and summaries that relating to employees, equipment, materials and facilities safety and security. Retention is pursuant to Florida's Statues of Limitation, s. 95.11, F.S. See also "DISASTER PREPAREDNESS DRILLS RECORDS."

- a) RECORD COPY. 4 calendar years after inspection provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INSURANCE RECORDS: AGENCY****GS1- 111**

This record series consists of 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 applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carries and rates.

- a) RECORD COPY. 5 fiscal years after final disposition of claim or expiration of policy provided applicable au
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY****GS2- 59**

This record series consists of the final results of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances. The completed investigation file is scheduled separately based on the nature of the outcome (sustained, not sustained, unfounded or exonerated charges.) The statement of final action may take many forms, including: a memorandum, correspondence, logs, or reports. See also "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and/or "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL."

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

The Record copy of this item is no longer permanent. Contact Records and Forms Management for assistance with storage instructions.

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**INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED****GS2- 136**

This record series consists of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances and the charges were found to be not sustained or unfounded. See also "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and/or "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL."

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL****GS2- 134**

This record series consists of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances and the charges were sustained and formal discipline given. It includes statements by officer, person filing complaint and witnesses, if any. "Formal discipline" shall be defined as including demotions, removals, suspensions or similar action. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED," and/or "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL."

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL****GS2- 135**

This record series consists of cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes and municipal ordinances and the charges were sustained and informal discipline given. It includes statements by officer, person filing complaint and witnesses, if any. "Informal discipline" shall be defined as including written or verbal reprimands, memoranda or similar action. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED," and/or "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INTERNSHIP RECORDS: STUDENT****GS7- 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 vocational education such as DCT or DECA or go by other names such as Executive/Senior Internship or Junior Achievement's Business Basics.

- a) RECORD COPY. 5 anniversary years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INVENTORY REPORT: MISSING ITEMS****GS2-177**

This record series consists of a report of any item found missing based on a review of the supply checklist and the existing inventory of items. The report may include: the identity of the item missing; the time it was discovered missing; the normal location of the item while in the cell block, on the commissary cart, or in the facility; and the names of inmates who visited the cart, library, clinic, garden, industrial shops, or kitchen during that time period.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**INVENTORY: AGENCY PROPERTY****GS1-40**

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expandable 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 tag. The series may also include copies of disposition documentation when the property of equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, F.S., requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**INVENTORY: AGENCY RECORDS****GS1-319**

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quality (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, microfilm, etc.); name of custodial agency and official; records include documentation of transmittal of records to an offsite storage facility.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**JAIL DOCKET BOOKS****GS2-61**

This record series consists of prisoner name, sex, jail number, type of offense and the arresting officer's name. See also "BOOKING RECORDS," and/or "INMATE INCARCERATION RECORDS."

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS****GS1- 113**

This record series consists of documenting agency participation in federal employment assistance programs such as the Job Training Partnership Act (JTPA) and its predecessor, 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 business, evaluations, and other supporting documentation. Refer to 20CFR Chapter V (Employment and Training Administration, Department of Labor), ss. 627.455 and 627.460, for federal records requirements.

- a) RECORD COPY. 5 fiscal years after annual report provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**JOURNALS: VOUCHERS****GS1- 194**

This record series consists of vouchers used to make special corrections, budget allocations, penned entries from financial statements, and to adjust entries from preliminary to final closing. See also "ACCOUNT PAYABLE RECORDS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**K-9/EQUINE RECORDS****GS2- 178**

This record series consists of documents related to the acquisition, disposition, medical treatment, and mental health of canines and horses for service as K-9 units and mounted patrols or parade units. These records may include breeder information, initial health screenings, notes on the animal's behavior and the breeder's reputation by an agency representative, and duplicate financial information and insurance policies. This series also contains records related to the final disposition of the animal including the reason for and method and date of final disposition. Disposition may include retirement, euthanasia, adoption, death in the line of duty, or sale. Furthermore, this file may include copies of immunization records, surgical procedure records, special care instructions (diets/exercise/morale), lists and dosages of prescription medications administered, and any mental health reports. The content of these records may vary by the animal's nature, breed, and specific work requirements.

- a) Record copy. 4 years after the animal leaves service.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.



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**LATENT FINGERPRINT CARDS: INDEX****GS2- 145**

This record series consists of cards which contain the latent finger and palm prints which are found at the scene of the crime without identification of suspects. The prints are compared against suspects who have fingerprint cards on file at the police/sheriff's department.

- a) Record copy. Retain as long as item it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**LEGISLATION RECORDS****GS1- 119**

This record series consists of proposed legislation proposed by and/or potentially impacting an agency. The series may include, but is not limited to, proposed legislation; reaserch materials on the legislation; agency staff analysis populations; and other related records. These records may have archival value.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost. State agencies must contra
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**LESSON PLAN BOOKS/FILES****GS7- 67**

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

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**LIABILITY WAIVERS****GS2- 65**

This record series consists of a waiver form releasing the police/sheriff's department from any and all liability claims for activities such as unlocking a car door using a slim jim.

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**LIBRARY ACQUISITION RECORDS****GS1-77**

This record series consists of information on the acquisition of public library materials: books, periodicals, filmstrips, software, compact discs, video/audio tapes, and other non-print media. This information may include the accession date and method, the publisher and cost, the date entered into the collection, dates removed from collection, and method of final disposal. See also "LIBRARY CIRCULATION RECORDS," and/or "LIBRARY SHELF LIST."

- a) RECORD COPY. Retain for life of material.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**LIBRARY CIRCULATION RECORDS****GS1-233**

This record series consists of the forms and reports devised to make library materials and equipment available to the entire library clientele. It also includes delinquent records and charges, copies of incoming and outgoing interlibrary loan requests for books, magazine articles, microfilm, renewals and subject searches. See also "LIBRARY ACQUISITION RECORDS," and/or "LIBRARY SHELF LIST."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**LIBRARY SHELF LIST****GS1-120**

This record series consists of library shelf listings of books, periodicals, filmstrips, film and other materials. See also "LIBRARY ACQUISITION RECORDS," and/or "LIBRARY CIRCULATION RECORDS."

- a) RECORD COPY. Retain for life of material.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**LICENSES: OCCUPATIONAL****GS1-221**

This record series consists of applications, indexes and supporting documentation of licenses issued to business, professional, or occupation within "local governing authority's" jurisdiction.

- a) RECORD COPY. 1 calendar year after expiration provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**LITIGATION CASE FILES****GS1-27**

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 handling legal disputes. See also "FINAL ORDERS RECORDS," "OPTIONAL: LEGAL," "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

- a) RECORD COPY. 5 years after case closed or appeal process expired provided applicable audits have been re
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MAIL: REGISTERED AND CERTIFIED****GS1-47**

This record series consists of receipts for registered and 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 LISTS," and "POSTAGE/SHIPPING RECORDS."

- a) RECORD COPY. 1 fiscal year.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MAIL: UNDELIVERABLE FIRST CLASS****GS1-1**

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding or expired, etc. It does NOT include returned registered or certified mailings. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING LISTS," and "POSTAGE/SHIPPING RECORDS."

- a) RECORD COPY. 1 anniversary years after returned undeliverable.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MAILING LISTS****GS1-29**

This record series consists of mailing lists used in agency mail outs. Mailing list that fall under s. 283.55 F.S., Purging of Publications Mailing Lists, must be updated and superseded every odd-numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERY/RETURNED," and "POSTAGE/SHIPPING RECORDS."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**MANAGEMENT SURVEY/STUDIES:INTERNAL****GS1- 30**

This record series consists of raw data and work papers for any survey conducted by the agency to study management issues such as client/ patron/ employee satisfaction and service improvement. The may include survey/poll responses, tally sheets, suggestion boxes 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 schedule 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" item).

- a) RECORD COPY. 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.

*These records can be disposed of 2/30/2007 obsolete, superseded or administrative value is lost.*

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**MAPS: BOUNDARY****GS7- 68**

This record series consists of maps detailing individual school boundaries for the purposes of enrollment or busing.

- a) RECORD COPY. 3 years after update.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**MAPS: ORIGINAL****GS1- 280**

This record series consists of original maps and supporting documents used to created those maps. The records in this series are used in planing and engineeringof local infrustructure and includinghighway, sales, sectional, and geological survey map. This series does not include original maps that are required by staute or ordinance to be filed with the Clerk of the Court under ss. 177.11,177.132 or 337.2735, F.S., or with the State Land Office under s. 53.031, F.S. See also " SUBDIVISION PLANS."

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

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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**MAPS: SUPPORTING DOCUMENTS****GS1- 281**

This record series consists of copies of county/city right-of-way maps and other maps containing the original information and supporting documents in planning and engineering of local infracstructures and maps as required for the government land office, highway, sales, sectional, and geological surveys. This record series does not include the record copy of the maps/plats/right-of-ways which are filed with the Clerk of the Court under Chapter 177,253 and 337,F.S. See also "SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)."

- a) Record copy. 15 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/1995 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**MARCHMAN ACT RECORDS****GS2- 179**

This record series consists of records created in the implementation of the Hal S. Marchman Act. Documents are created pursuant to s. 397.301, F.S. and may include an inmate jail card, duplicates of court records, transportation information, intoxilyzer results, Marchman Act form, as well as notices to local service providers and to a minor's guardian. A person who is substance abuse impaired and is incapable of making a rational decision about their need for treatment, and/or poses an immediate danger to themselves or others, may be placed in protective custody.

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MASTER NAME INDEXES****GS2- 66**

This record series consists of information on each individual having been field interrogated or arrested, suspects or accomplices in crime, the name of victims, complainants and witnesses to police incidents. It may contain name, address, date of birth, race, sex, date of incident, and type of incident of persons and businesses in contact with the police/sheriff's department, the nature of that contact and the report recording the event. See also "ARREST RECORDS: OFFENDER INFORMATION," "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and/or "CRIMINAL INVESTIGATIVE RECORDS:."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**M-DCPS PUBLIC INFORMATION REQUESTS****GS9870**

This record series consists of information requests accumulated from citizens in answering inquires for public information. This series includes routine and non-routine requests of public information as requested by citizens at the Citizen Information Office or by any other nature including telephone and fax requests. Communications associated with this series provide answers to inquires and give direction to appropriate offices for further assistance. See also, "CORRESPONDENCE: ROUTINE", "CORRESPONDENCE: NON-ROUTINE", and "INFORMATION REQUEST RECORDS".

- a) RECORD COPY. 3 Fiscal Years
- b) DUPLICATES. Retain until obsolete, superceded, or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MEAL RECORDS****GS2- 68**

This record series consists of a report describing the food or prisoners' meals and a report prepared daily listing the names of prisoners contained in jail and which of those received meals. Notations of special meals given for dietary or religious reasons would also be listed.

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

Records created before 12/31/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MEDICAL RECORDS: INMATE****GS2- 54**

This record series consists of a record which is maintained on every inmate examined or treated by detention facility medical personnel. This information includes medication check, prisoner medical information card, description of prescriptions, medical treatment report, medical information sheet and medical screening form. The medical treatment report consists of an inmate's name, jail number, brief medical history as provided by the inmate, initial medical screening information, dates of the treatment, medication provided, results of medical tests and name of family doctor. The records release authorization record, which consists of authorization by an inmate to release medical records to the medical staff of the detention facility, includes doctor or hospital to whom request for medical records is made, address of doctor or hospital, medical person to whom records are requested, name and address of inmate and date. The medical screening card consists of all medical information obtained during the initial medical screening of an inmate soon after the inmate has been booked and also includes name of inmate, date, medical history, medications being taken, blood pressure reading, temperature, examination of teeth, allergies, initial screening disposition, family doctor, occupation, education, race, sex, age, marital status, name of person performing screening and treatment provided. This retention is in accordance with s. 95.11(4)( F.S., which pertains to the statute of limitations for filing medical malpractice claims.

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

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MICROGRAPHICS: QUALITY CONTROL RECORDS****GS1- 282**

This record series consists of, but not limited to, test results and microfilm inspection records for all permanent or long-term microfilm as required by Rule 1B-26.0021(3)(f), and 1B-26.0021(3)(j), F.A.C.

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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## MILLAGE AND BOND ELECTION RECORDS

GS7-70

This record series consists of those documents which authorized the election as determined by law, and the official results.

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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## MINORITY BUSINESS CERTIFICATION CASE FILES

GS1-169

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

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## MINUTES: OFFICIAL MEETINGS

GS1-32

This record series consists of the official meetings, defined in s. 286.011(1), F.S. an "All meetings of any board or commission of any state agency or authority or 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 decision made. The series may 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 RECORDING/VIDEO RECORDINGS)," "MINUTES:OFFICIAL MEETINGS(SUPPORTING DOCUMENTS)," and " MINUTES: OTHER MEETINGS." These records may have archival value.

- a) RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review a
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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**MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)**

**GS1-4**

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

- a) RECORD COPY. 2 anniversary years after adoption of the official minutes or certification of transcripts.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)**

**GS1-123**

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 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."

- a) RECORD COPY. 3 anniversary years adoption of the official minutes or certification of transcripts.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MINUTES: OTHER MEETINGS**

**GS1-33**

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

- a) RECORD COPY. 1 anniversary year after date of meeting. State agencies must contact the State Archives of
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**MODUS OPERANDI RECORDS**

**GS2-70**

This record series consists of modes of operation of crimes and offenses committed by known persons arrested.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**NEWS RELEASES****GS1- 34**

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

- a) RECORD COPY. 90 days. State agencies must contact the State Archives of Florida for archival review before
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1935 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**NO CHARGE SERVICE REPORTS****GS2- 71**

This record series consists of date, style of case, person(s) served, person or agency for whom served, date and time service performed and name of deputy / officer making service. No charge agencies include State Attorney's offices, felony courts, grand juries and county and circuit courts.

- a) Record copy. 1 fiscal year provided applicable audits are released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE****GS2- 149**

This record series consists of notices to vehicle or property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**NOTICES: SEXUAL PREDATOR****GS2- 184**

This record series consists of a example of the notices to the public and/or community that a sexual predator has established a permanent or temporary residence within the county as well as a mailing list (if applicable). The content of notices may include, but is not limited to: the name of the sexual predator; a description of the predator including a photograph; the predator's current address including the city and county; the circumstances of the predator's offense(s); and the age of the victim. The Florida Sexual Predator's Act does not authorize the release of other victim information. The method and means of notification may follow the adopted protocol of the Florida Department of Law Enforcement. This series would include all documentation that due notice was given as required by s. 775.21(7), F.S. The retention period is based on the statute of limitations for negligence, s. 95.11, F.S.

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

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**NOTICES: TO APPEAR IN COURT****GS2-73**

This record series consists of the name and address of the officer testifying, the defendant's name, the offense charged, time and place of appearance, name and address of the court, name of arresting officer and the signature of the person receiving the notice.

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

Records created before 3/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**OPERATION IDENTIFICATION FORMS****GS2-74**

This record series consists of a form which is filed out by citizens who borrow an engraver to mark their possessions for identification purposes in case of theft, loss or burglary. The form contains owner's name, address, telephone number, description of articles marked and identifying mark, number, etc.

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**OPERATIONAL AND STATISTICAL REPORT RECORDS****GS1-124**

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 purpose 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" item.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed until obsolete, superseded or administrative value is lost.

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**OPINIONS: LEGAL****GS1-26**

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."

- a) RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**OPINIONS: LEGAL (SUPPORTING DOCUMENTS)****GS1- 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.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released. State agencies must contact th
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ORDINANCES****GS1- 228**

This record series consists of county or municipal ordinances. Section 166.041(1)(a), F.S., 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 "RESOLUTION." These records may have archival value.

- a) RECORD COPY. Permanent. State agencies should contract the State Archives of FL. for archival review aft
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**ORDINANCES: SUPPORTING DOCUMENTS****GS1- 229**

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

- a) RECORD COPY. 5 years after adoption of ordinance. State agencies must contact the State Archives of FL.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**ORGANIZATION CHARTS****GS1- 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.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost. State agencies must conta
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## PARKING VIOLATION LISTINGS

GS2-75

This record series consists of information pertaining to parking tickets issued, paid and those that are delinquent. It contains tag number of vehicle in violation, date, time, location, make of vehicle and officer's badge number.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## PATIENT MEDICAL RECORDS

GS4-80

This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers of dental care and mental health and drug addition counseling, multiphase clinics, hospitals, county public health units, medical/ dental/ nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and contain the following information: identification data: chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and pre-operative diagnosis; clinical laboratory reports; radiology; diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnoses and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient's needs; certification of transfer of patients between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake interviews; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy of the form "Public Baker Act Service Eligibility;" physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families' forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of EEG, EKG, and fetal heart monitor tracings or if no tracings are reported - the actual tracings are included; infant screening test reports; nuclear medicine reports; x-rays interpretation records; growth and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case by case basis and under the recommendation of a professional or medical standards organization. **ATTN COUNTY HEALTH UNITS: DO NOT USE THIS ITEM FOR TUBERCULOSIS PATIENT MEDICAL RECORDS. CONSULT YOUR AGENCY'S RMLO. 59A-3.214, FAC** This series may have archival value.

- a) Record Copy: 7 years after last entry.
- b) Duplicates: Retain until obsolete, superseded or administrative value is lost

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PAWN SHOP TRANSACTION REPORT****GS2-79**

This record series consists of records submitted to the police/sheriff department showing items that have been purchased by a junk dealer, scrap-metal processor, person dealing in secondhand goods or foundry in accordance with s. 539.001(12)(c) F.S.. The form used for reporting a transaction must be approved by the Florida Department of Law Enforcement. The report may contain: the time, date, and place of transaction; a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks; a description of the person from whom the goods were acquired; the type of identification provided, the issuing agency, the identification number; and a signed statement swearing that the seller has the authority to sell or pledge these goods.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS****GS1-129**

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

- a) RECORD COPY. 5 fiscal years after final action provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS****GS1-183**

This record series consists of a report which reflects 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," "DISBURSMENT RECORDS:DETAIL," "DISBURSMENT RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PAYROLL RECORDS: NOT POSTED****GS1- 214**

This record series consists of any payroll record, in any format, not 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 lists each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and "PAYROLL RECORDS" items.

- a) RECORD COPY. 50 calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/1958 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PAYROLL RECORDS: POSTED****GS1- 35**

This record series consists of any payroll record, 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 lists each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PAYROLL RECORDS: SUPPORTING DOCUMENTS****GS1- 195**

This record series consist 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 list used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

- a) RECORDS COPY. 4 fical years provied applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERIODIC PROGRESS REPORTS: INTERNAL****GS1- 36**

This record series consists of internal progress reports. The series may also include supporting documents which are accumulated in compiling, reviewing, and submitting the reports. See also "SURVEYS/ STUDIES: INTERNAL."

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**PERMITS: BUILDING****GS1-286**

This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas or mechanical work. Included in this series are the supporting documents and other permits which may be issued for construction or improvements to existing structures. See Chapters 125, 166, F. S., regarding local government permitting authority; s.553.79, F.S., Permits; applications; insurance; inspections; s.95.11 (3)(c), F.S., Statue of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. See "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

- a) Record copy. 10 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERMITS: SIGNS (LOCAL GOVERNMENT)****GS1-288**

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

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM****GS1-19**

This record serie consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but not limited to, employment applications, resumes, personnel action reports, correspondance, oaths of loyalty, fingerprints, job-related medical examination reports, performace and eveluation reports, workers' compensation reports, I-9 forms (Department Homeland Security, U.S. Citizenship and Immigration Service, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records emergency contact information, and other related materials. Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel file. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," " STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

- a) RECORD COPY. 25 fiscal years after separation or termination of employment.
- b) DUPLICATES. Retain until obsolete, Suspended, or administrative value is lost.

Originals created before 6/30/1985 are eligible for destruction. Duplicates can be disposed of through 6/30/2006 . You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM  
(LOCAL GOVERNMENT)****GS1- 162**

This records series consist 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 not limited to, employment applications, resumes, 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 Service, 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.

- a) RECORD COPY. 50 fiscal years after termination of employment.
- b) DUPLICATES. 1 year after termination of employment.

Records created before 6/30/1960 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERSONNEL RECORDS: OPS/ VOLUNTEERS/ TEMPORARY  
EMPLOYMENT****GS1- 66**

This record series consists of all information relating to each Other Personnel Service (OPS) or temporary employee within each agency. This series may include, but is not limited to, employment application, resume, 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 Service, Employment Eligibility Verification form), benefit records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employment may include personnel referred by a local employment agencies. Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel officer 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.

- a) RECORD COPY. 3 fiscal years separation or termination of employment provided applicable audits have been
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Originals created before 6/30/2007 are eligible for destruction. Duplicates can be disposed of through 6/30/2006 . You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERSONNEL RECORDS: POLICE AUXILLARY/SPECIAL DEPUTY****GS2-185**

This record series consists of documents related to the employment of an auxiliary law enforcement officer or temporary special deputy. These records do not document payment or benefits received but may include loyalty oaths, emergency notification information, skill level and training, and volunteer preferences. For additional Personnel Records, please refer to the GS1 for State and Local Government. This retention period is based on the statute of limitations for negligence, s. 95.11, F.S. This record series should be utilized by police auxiliary and special deputies who's actions may carry greater legal penalties than those of a traditional clerical volunteer.

- a) Record copy. 4 calendar years after termination of volunteer duties.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PERSONNEL RECORDS: SCHEDULES****GS1-289**

This Record series consists of any 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.

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PHYSICAL FORCE RECORDS****GS2-77**

This record series consists of written reports made by any police officer/deputy or an employee of a law enforcement agency or correctional facility who applies physical force to a citizen, prisoner, or arrestee. The report contains a statement of the force used and the circumstances under which it is used. This retention is set by s. 95.11, F.S.

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**POLYGRAPH RECORDS****GS2-78**

This record series consists of original forms relating to polygraph tests given to prospective employees, suspects, etc. The record is maintained on all subjects given a polygraph test and contains pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee and background information.

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**POSITION DESCRIPTION RECORDS****GS1-38**

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

- a) RECORD COPY. 2 years after superseded provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**POSTAGE/SHIPPING RECORDS****GS1-133**

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 and daily balance sheets and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping service for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED RECEIPTS," "MAIL: UNDELIVERABLE/RETURNED." and/ or "MAILING LISTS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## PROCLAMATIONS

GS1- 142

This record series consists of a governing body's proclamations calling attention to issues of current signification 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/ BY-LAWS/ CONSTITUTIONS," "DIRECTIVES/ POLICIES/ PROCEDURES," "ORDINANCES," and "RESOLUTIONS." These records may have archival value.

- a) RECORD COPY. 2 Calendar years after date of issuance. State agencies must contact the State Archives of
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*The Record copy of this item is P2006. Contact Records and Forms Management for assistance with storage instructions.*

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## PROFESSIONAL ORIENTATION PROGRAM RECORDS

GS7- 14

This record series consists of beginning teacher program portfolio contents.

- a) RECORD COPY. 3 fiscal years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## PROFESSIONAL TREATMENT RECORDS

GS7- 130

This record series consists of documented confidential health information that is not part of the student cumulative record. Records created or maintained by a Professional School Health Nurse, physician, or other recognized professional in the provision of treatment to the student shall be maintained in the office of the School Health Nurse or the professional's office. It should be noted in the student cumulative record that a separate record of health information exists. The authorized release of said health information must be accomplished from one health professional to another health professional by use of a release form. Please refer to s. 95.11, F.S., statute of limitations on medical malpractice, and s. 228.093(2)(e)(4), F.S.

- a) RECORD COPY. 7 anniversary years
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## PROGRAM COST REPORTS

GS7- 74

This record series consists of direct and indirect expenditures by program and cost center.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**PROJECT FILES: CAPITAL IMPROVEMENT****GS1- 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 added to the value and extended 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."

- a) RECORD COPY. 10 fiscal years after completion of project provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PROJECT FILES: FEDERAL****GS1- 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."

- a) RECORD COPY. 5 fiscal years after completion of project provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PROJECT FILES: NON-CAPITAL IMPROVEMENT****GS1- 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."

- a) RECORD COPY. 5 fiscal years after completion of project provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PROJECT FILES: OPERATIONAL****GS1- 291**

This record series documents projects conducted by agencies in connection with agency operation, Programs and functions. These records may include, but not limited to: project schedules, logs, and report; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project cost; and other related information.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PROMOTION/ TRANSFER RECORDS****GS1- 139**

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

- a) RECORD COPY. 4 calendar years after selection is finalized or confirmed.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PROPERTY RECORDS: CONFISCATED****GS2- 27**

This record series consists of itemized records of all property held by the sheriff's department pursuant to s. 705, 790 and 932 F.S. This retention is set by s. 95.11, F.S. in regards to the statute of limitations for actions on taking, detaining, and injuring personal property. See also "EVIDENCE PROCESSING RECORDS," and/or "INMATE INCARCERATION RECORDS."

- a) Record copy. 4 years after disposition of property provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**PUBLIC INFORMATION FILES****GS1- 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, presentation, 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 publication (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.

- a) RECORD COPY. 90 days. State agencies must contact the State Archival of Florida for archival review before.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/1935 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **PUBLIC PROGRAM/EVENT RECORDS**

**GS1- 238**

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

- a) RECORD COPY. 5 fiscal years after completion of contract or program/event, whichever is later, provided a
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **PUBLICATIONS AND MEDIA ITEM RECORDS**

**GS1- 198**

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

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

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **PURCHASING RECORDS**

**GS1- 42**

This record series consist 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."

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **RADAR CALIBRATION RECORDS**

**GS2- 83**

This record series consists of test certificates demonstrating the testing of speed detection equipment including Doppler radar devices, visual average speed computer devices, speedometer devices, laser speed devices, and stop watches. Also included are the written logs used to record tests of each internal and external tuning fork or laser accuracy check. Speed devices must be rechecked every 6 months. Only the most recent sixth month certificate is necessary to establish accuracy of the device. This retention is set by rules 15B-2.009 through 15B-2.0102, F.A.C.

- a) Record copy. Retain for 6 months after test certificate issued.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 8/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **RADIO LOGS**

**GS8- 33**

This record series consists of a log which records 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.

- a) RECORD COPY. 1 fiscal year
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **RADIO LOGS**

**GS2- 84**

This record series consists of listings of each radio call made from the dispatcher to any unit and from any unit to the dispatcher. The log includes the time and date of the call, who made the call, contents of the call, the dispatcher's name, location of the call, which unit was sent to the scene, and other pertinent information.

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **RAP SHEETS**

**GS2- 85**

This record series consists of criminal histories of arrested individuals or criminal suspects.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION****GS1- 364**

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

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**REAL PROPERTY RECORDS: PROPERTY ACQUIRED****GS1- 172**

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

- a) RECORD COPY. 3 fiscal years after financial disposition of property provided applicable audits have been r
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED****GS1- 164**

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

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**REAL-STATE RECORDS: CONDEMNATION/ DISPOSAL****GS1- 294**

This record series consists of all records related to the condemnation or disposal of real state owned by a public agency. Records related to the acquisition of the property are schedule elsewhere. This series does not include property or easement vacating. See also "APPRAISALS: LAND (PURCHASED)." These records may have archival value.

- a) Record Copy. 3 fiscal years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RECEIPT/REVENUE RECORDS: DETAIL****GS1- 365**

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debt 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 debt 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 S.95.11(2), F.S., Statue of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

- a) RECORD COPY. 5 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RECEIPT/REVENUE RECORDS:SUMMARY****GS1- 366**

This record series consist of records providing summary or aggregate documentation of receipts/revenue collected by n agency. The Series may include, but is not limited to, records suchas trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts recivable summary and related documentation. See also "RECIPT/REVENUE RECORDS: DETAIL."

- a) Record Copy. 10 Fiscal years provided applicable audits have been released.
- b) Dupliccates. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RECORD OF PRE-NUMBERED FORMS****GS2- 86**

This record series consists of information which should be used by all police / sheriff departments having employees or deputies/officers authorized to accept public money. The form contains the necessary information assigning the blanks to the employee and all pertinent information relating to the return of the forms. It also contains the signature of the individual who receives the forms and the individual who checks in the returned forms. The records series is Auditor General's form 57-19 or its equivalent.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RECORDS DISPOSITION DOCUMENTATION****GS1- 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-24.033(10), F.A.C., which states that "The minimum requirements for each records disposition is the identification and documentation of the following:(a) Schedule number; (b) Item number; (c) Record series title; (d) The inclusive dates; and (e) the volume in cubic feet." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" or "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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**RECORDS MANAGEMENT COMPLIANCE STATEMENTS****GS1- 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 1B24.003(11), F.A.C., 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/or "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

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

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**RECORDS RETENTION SCHEDULE: AGENCY SPECIFIC****GS1- 68**

This record series consists of the 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 general records retention schedule. Agency-specific retention schedules established pursuant to Rule 1B24.003 (1)-(8), F.A.C., s.119.021 (2)(a), F.S., and s.257.36(6), F.S. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS," or "RECORDS DISPOSITION DOCUMENTATION."

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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**RECORDS RETRIEVAL/ REFERENCE RECORDS****GS1- 295**

This record series documents the retrieval and refiling of records stored in a records management of archival facility. The series may include, but is not limited to, reference and records retrieval and refile request/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.

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**REGISTER OF FELONS****GS2- 87**

This record series consists of a list of all felons who enter the country or reside in the county, as required by s. 775.13, F.S. The list contains the crime for which the individual was convicted, place of conviction, sentence imposed (if any), name, alias (if any), address and occupation of the felon.

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**REGISTER OF SPECIAL DEPUTY SHERIFFS****GS2- 88**

This record series consists of information which is required by all sheriffs and is designed to satisfy the requirements of s. 30.09(4), F.S. This register of special deputies contains all pertinent terms and circumstances of the appointment. Auditor General's form 57-16 or its equivalent is included in this series.

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**REGISTRATIONS: BONDSMAN****GS2- 15**

This record series consists of records submitted by each registered bondsman which includes a photocopy of power of attorney certified with the Clerk's office and a photocopy of the license. The retention periods are for records found in the police/sheriff department.

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

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**REGISTRATIONS: FIREARM****GS2- 49**

This record series consists of all guns owned by the police/sheriff department and other weapons coming to the attention of the police/sheriff department, such as the tax exempt transfer and registration of a firearm for law enforcement use only.

- a) Record copy. Retain as long as the property it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**REGISTRATIONS: STUDENT****GS7- 82**

This record series consists of records for registration showing name, validation number, and fees and back-up cards showing course name, department and amount of fees if applicable. The retention period for the record copy was established pursuant to Florida Administrative Code Rule 6A-14.051.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RELEASE OF INFORMATION: GENERIC****GS7- 131**

This record series consists of a form or record which authorizes the release of educational information to another party by the parent/guardian or the adult student. This release would indicate what records are to be sent and to whom or what institution. This retention does not apply to a release of medical or psychological information.

- a) RECORD COPY. Retain as long as the cumulative record that it relates to.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RELEASE OF INFORMATION: MEDICAL****GS7- 132**

This record series consists of a form or record which authorizes the release of medical records by a full service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

- a) RECORD COPY. 7 anniversary years
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**REQUISITION OF THE SHERIFF****GS2- 89**

This record series consists of information which is used for making requisitions to the Board of County Commissioners for budgetary allotments and may also be used as a requisition for equipment funds. It contains the type of items for which the requisition is made, the total budget, amount previously received, amount requisitioned, total requisition to date and the percentage of annual allotment which the requisition covers. The records series is Auditor General's form 57-2 or its equivalent.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**RESOLUTIONS****GS1- 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 DOCUMENT," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." These records may have archival value.

- a) Record Copy. Permanent. State agencies should contact the State Archives of Florida for archival review after
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**RESOLUTIONS: SUPPORTING DOCUMENTS****GS1- 143**

This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include correspondence, memoranda, public request, 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."

- a) RECORD COPY. 3 Calendar years after date of resolution
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SALARY COMPARISON REPORTS****GS1- 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.

- a) RECORD COPY. 1 fiscal year provided applicable audits have been released. State agencies must contact the
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SALARY SCHEDULES

GS1- 240

This record series consist 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.

- a) Record copy. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2000 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SCHOOL CHOICE RECORDS

GS7- 133

This record series consists of a student or parent's request for transfer to a school of their choosing. This series may include an application, supporting documentation, and a parent's consent to provide the necessary transportation. The file could also contain a review of materials and a letter of approval or denial.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SEARCH COMMITTEE RECORDS

GS1- 199

This record series consists of minutes, reports, resumes, interview score sheets, interview results, list of priority hires, a personnel requisition, references of applicants, and the affirmative action compliance report. These records may have archival value.

- a) RECORD COPY. 180 days.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SECURITY CHECKS

GS1- 299

This record series consist of security checks for potential new hires and promotions. The checks may include a background and driver's licence screening, reference check, and verification of academic standing. These files may include notices of not being hired based on the outcome of a security check and an opportunity for rebuttal. The supporting documentation consists of fingerprint cards, copy of the driver's license, copy of the transcript release form, returned form reference letters, and other necessary information. See also "APPLICATIONS: EMPLOYMENT (NOT HIRED)," "PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM," and/or "PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM."

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SECURITY REPORTS****GS7-73**

This record series consists of reports of and action taken pertaining to acts of vandalism, fire and theft prepared in accordance with policies of the district board of trustees. These reports may be filed with insurance claims or may exist separately. The content of the report might include: the damage done, what caused the damage, actions taken by staff to protect property and life, date/time/location of event, estimated costs of repair, staff who discovered damage, and time reported (if reported) to authorities. These reports do not record medical attention rendered by staff.

- a) RECORD COPY. 5 fiscal years after final disposition.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SECURITY SCREENING RECORDS (NON- EMPLOYEES)****GS1-369**

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 port, 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 schedule in accordance with Florida Statute

- a) Records Copy: 2 Anniversary yrs. After receiving result of screening or termination of individual's access
- b) Duplicates: retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SEIZURE OF UNSTAMPED CIGARETTES REPORTS****GS2-92**

This record series consists of copies of reports submitted to the Division of Beverage, Department of Business Regulations, pertaining to the seizure of any unstamped cigarettes, under s. 210.18 (7), F.S. by the sheriff or his deputies. These reports contain a description of all such unstamped cigarettes seized so that the state may be kept informed as to the size of the illicit cigarette business.

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

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SELECTION PROCESS: STUDENT ACHIEVEMENT AND  
TEACHER AWARDS****GS7- 134**

This record series consists of the documentation leading to the selection of a student(s) or teacher(s) for awards. Students may receive awards by subject area, attitude, attendance, etc. Teacher's may compete for awards such as the Teacher of the Month or Year, a Lifetime Achievement or Favorite Sponsor award. This series may consist of award criteria, nomination forms, committee evaluations, vote sheets, application or nomination supporting documentation, and a final decision.

- a) RECORD COPY. 90 days
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 3/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SIGNATURE AUTHORIZATION RECORDS****GS1- 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 or agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SKILL MASTERY RECORDS****GS7- 86**

This record series consists of evidence of competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the SAT, ASVAB, and the 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.

- a) RECORD COPY. 30 Days after notification of test results
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 4/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**SOCIAL SECURITY CONTROLLED SUMMARY RECORDS****GS1- 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 FICA amount withheld from employee wages plus employer's contribution. See also "PAYROLL RECORDS" items.

- a) RECORD COPY. 4 calendar years after due date of tax provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **SPEAKER CONFIRMATION RECORDS**

**GS7- 135**

This record series consists of records documenting a guest speaker's visit including: a copy of the invitation, confirmation of date/time/locale/topic, a sample of the handouts or literature to be distributed, fee reimbursement procedures, and a short speaker biography for introduction purposes.

- a) RECORD COPY.** 3 fiscal years, provided applicable audits have been released and resolved
- b) DUPLICATES.** Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **SPECIAL WATCH RECORDS**

**GS2- 93**

This record series consists of an information form reflecting businesses, residences, or individuals that require a special watch. These records may include the name, address, and telephone number of the business or residence and brief personally identifiable information on the individual in question. Also included in these records may be comments on why a special watch is necessary. This series may also include daily bulletins and special requests which are read-off to the staff during roll call. See also "ALARM AND EMERGENCY CONTACT RECORDS," and/or "TRESPASS WARNING AUTHORIZATION FORMS."

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

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## **STAFF ADMINISTRATION RECORDS**

**GS1- 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 description, performance plans, performance and disciplinary documentation, leave requests, and 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.

- a) RECORD COPY.** Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/hu
- b) DUPLICATES.** Retain until obsolete, superseded, or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**STATE FIRE MARSHAL REPORTS: MONTHLY****GS8- 42**

This record series consists of monthly reports containing total fires, total fire alarms, and the estimated fire losses for the month.

- a) RECORD COPY. 30 days.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**STATE STUDENT ASSESSMENT RECORDS: DISTRICT/SCHOOL****GS7- 87**

This record series consists of the results of the State Student Assessment Tests at the district/school level.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**STATE STUDENT ASSESSMENT RECORDS: STUDENT****GS7- 88**

This record series consists of the results of the State Student Assessment Tests.

- a) RECORD COPY. Retain until test scores posted to "Category B. Cumulative Folder".
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**STATEMENT OF CONTEST****GS7- 136**

This record series consists of a statement by a student or parent contesting a part of the student educational record. This statement was included in the cumulative folder after a hearing had denied the parent or student's request that the information be removed. Please refer to 34 CFR 99.21.

- a) RECORD COPY. As long as the item it relates to.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## STATUS CARDS

GS2-95

This record series consists of cards that are designed to assist the radio operator in keeping track of the cars assigned to his/her radio channel. They provide the operator a system to know the status of cars that are busy, but not dispatched, via a complaint card. They are not used to dispatch cars on calls. The complaint card is used for this purpose. Any action that is taken as a result of a car being out of service via a status card is documented by other forms, i.e. traffic citation, offense report or a complaint card being written. The only action that would ever be taken based on the status card is a verbal warning given to a person committing a minor traffic violation. See also "COMPLAINT RECORDS/INCIDENT REPORTS."

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## STUDENT BROADCAST RECORDS: AUDIO/VIDEO

GS7-137

This record series consists of audio/video tapes of student television and radio broadcasts. These presentations may be shown on an inner-campus system or community access station. This series may have archival value.

- a) RECORD COPY. 1 year after broadcast
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## STUDENT CLASS WORK RECORDS

GS7-89

This record series consists of non-standardized tests, term papers, 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.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## STUDENT DATA INFORMATION

GS9906

This record series consists of emergency contact information, name of individuals authorized to remove a student from school, as well as the names of individuals not authorized. Also known as "Emergency Contact Card". Generated for annual use.

- a) RECORD COPY: Until end of school year.
- b) DUPLICATES: Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**STUDENT EDUCATION RECORDS: CATEGORY A****GS7-90**

This record series consists of one of two distinct groups of records: Category A is Permanent Record Card and Category B is Temporary Information. Each school board will have established policies which will assure the accuracy of the information maintained and provide for keeping the information current. Florida Administrative Code Rule 6A-1.0955 defines Category A information as "Form ESE-386, Form ESE-392, or a Permanent Record Card." 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. This series would also include the Category A records of defunct non-public schools, who are required under s. 228.092(2), F.S. to turn these records over to the local school board for administration upon closing. See also "ATTENDANCE RECORDS: STUDENT," "REGISTRATIONS: STUDENT" and/or "STUDENT EDUCATION RECORDS CATEGORY B.

- a) RECORD COPY. Permanent. Media optional.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**STUDENT EDUCATION RECORDS: CATEGORY B****GS7-91**

This record series consists of one of two distinct but related groups of records: Category A is the Permanent Record Card and Category B - Temporary information. Each school board will have established policies that will assure the accuracy of the information maintained and provide for keeping the information current. Rule 6A-1.0955 "education Records of Pupils and Adult Students," FAC, further 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 content of Category B records according to 6A-1.0955, FAC, may include, but is not limited to, the following: health information: family background data: standardized test scores: 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: written agreements of corrections, deletions, or expunctions from the student record. Although reports of student services or exceptional student staffing committees (including all information required by Section 230.23(4)(m)(7), F.S.) are included in the definition of Category B, these ESE records are scheduled separately and have a longer retention period.

- a) RECORD COPY. 3 anniversary years provided any applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/1983 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**STUDENT FINANCIAL ASSISTANCE RECORDS****GS9907**

This record series consists of documentation of financial assistance provided to students by DFAP (District Financial Aid Program), CAP (College Assistance Program), Fee Waivers, Grants (Non-State or Federal), Scholarships and Student Loans.

- a) RECORD COPY: 5 fiscal years after completion of assistance, provided all applicable audits have been released.
- b) DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.



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## STUDENT LISTS

GS7-92

This record series consists of student lists prepared for various programs and other activities, such as: students participating in a club meeting, attending an assembly, acting as hall monitors, or out of school on a field trip or team sporting event.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## STUDENT NEWSPAPERS

GS7-138

This record series consists of a single copy of each student produced newspaper or newsletter as published by the student journalism or mass media class.

- a) RECORD COPY. 1 year after publication
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## STUDENT ORGANIZATION RECORDS

GS7-139

This record series consists of the minutes, supporting materials, ephemera, and publications of a registered student organization. These materials may include, but are not limited to, membership rosters, project-related materials, philanthropy records, and teacher-sponsor notes.

- a) RECORD COPY. 1 school year
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## STUDENT SCHEDULE RECORDS: FINAL SCHEDULE

GS7-93

This record series consists of documentation of the final class schedules as required for FTE audits. See also "FULL-TIME EQUIVALENCY RECORDS"

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**STUDENT SCHEDULE RECORDS: PRELIMINARY SCHEDULE****GS7-94**

This record series consists of documentation of preliminary class schedules as required for FTE audits. See also "FULL-TIME EQUIVALENCY RECORDS"

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**STUDENT TRANSPORTATION AUTHORIZATION****GS9908**

This record series consists of authorization for a student to be transported by or at the expense of Dade County Public Schools. Record excludes any financial transaction.

- a) RECORD COPY: Until end of school year.
- b) DUPLICATES: Retain until obsolete, superseded, or administrative values is lost.

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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**SUBDIVISION PLANS****GS1-301**

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 "ARCITECTUAL/BUILDING PLANS:COMMERCIAL," "ARCITECTUAL/BUILDING PLANS: Preliminary Drawings," "ARCITECTUAL/BUILDING PLANS: RESIDENTIAL," and "ENGINEERING RECORDS: INFRASTRUCTURE."

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

*The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.*

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**SUBPOENA LOGS****GS2-97**

This record series consists of a log of subpoenas in detail served on police officers/sheriff's deputies.

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## SUBSTANCE ABUSE TEST RESULTS

GS9909

This record series consists of the results of employee substance abuse testing by or at the expense of Dade County Public Schools. Record excludes any financial transaction and is subject to medical record confidentiality.

- a) RECORD COPY: Two calendar years.
- b) DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

Records created before 12/31/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SUBSTITUTE TEACHER ROSTER

GS7-140

This record series consists of a list of available substitute teachers available on a given day. Schools may select a substitute from the roster to fill in for a teacher absent from the classroom on that day. The roster may change daily, weekly, or monthly based on substitute availability.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## SUICIDE WATCH RECORDS

GS2-189

This record series consists documents related to a correctional facilities special watch on a potentially suicidal inmate. These records may note who was on watch, the time of shift change, changes in the emotional state of the prisoner, and precautions taken.

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SUMMER SCHOOLS INFORMATION AND REPORTS

GS9910

This file contains students' records of courses taken for credit, which are posted to the students' record. Also included are copies of reports sent to Attendance Services showing the number of teachers, number of pupils and cumulative hours the pupils participate in each program.

- a) RECORD COPY: Destroy attendance records after five (5) school years from date of report, provided applic
- b) DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## SUPPLY CHECKLIST

GS2- 63

This record series consists of an inventory of all kitchen, industrial, and other supplies which may be stolen by an inmate. The inventory is maintained on a current, perhaps daily, basis to verify the whereabouts of all items. Checklists may also be maintained for medical supplies, library materials and commissary goods transported into the cell block. This series does not apply to the property records or supply warehouse inventories located in the GS1 General Schedule for State and Local Agencies.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## SURVEILLANCE RECORDINGS

GS1- 302

This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or public property (including in public vehicles such as school buses and municipal buses). 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.

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

Records created before 6/30/1985 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TAX SHELTER ANNUITIES \*

GS7- 96

This record series consists of computer listing in alphabetical order containing names of employee, social security number, and net amount of deductions taken during the month.

- a) RECORD COPY. Permanent.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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## TELECOMMUNICATIONS TERMINAL LOGS

GS2- 98

This record series consists of a log of original entries made on an office's equipment by office personnel or other law enforcement agency personnel including daily activity and messages received or transmitted on the telecommunications terminal. See also "TELECOMMUNICATIONS TERMINAL MESSAGES."

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TELECOMMUNICATIONS TERMINAL MESSAGES

GS2- 99

This record series consists of telecommunications messages pertaining to investigations by police/sheriff's department and other law enforcement agencies nationwide used in the apprehension of criminals and exchange of police information. It also includes daily administrative messages from and to F.C.I.C - N.C.I.C. telecommunications user and base terminals. See also "TELECOMMUNICATIONS TERMINAL LOGS."

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## TELEPHONE CALL LOGS

GS2- 100

This record series consists of a list of calls received by dispatch within the police/sheriff's department.

- a) Record copy. 180 days after last entry.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

*Records created before 1/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## TELEVISION STATION USE LOG

GS7- 141

This record series consists of documentation on a school's use of a county-franchised cable station for the broadcast of student or district produced works. This information may include the date and time of each use, a summary of the broadcast, name of the producer or other staff, and the channel number used.

- a) RECORD COPY. 3 fiscal years after applicable audits have been released and resolved
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## TEXTBOOK ACCOUNT FILES/INVENTORIES

GS7- 98

This record series consists of order forms, authorized student book lists, damaged and lost lists, inventory lists, includes Principal's Annual Report of the number of textbooks used at the school.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## TEXTBOOK EVALUATION RECORDS

GS7- 99

This record series consists of documentation relative to the selection criteria procedure used by the district for the formal study and adoption of textbooks and supplemental materials. These documents may include a copy of the textbook or supplementary materials under review, selection criteria, committee minutes and a list of members, related papers and correspondence. Audio tapes of committee discussion may also be included.

- a) RECORD COPY. Retain while textbook is in regular adoption.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TRAINING MATERIAL RECORDS

GS1- 147

This record series consists of materials used in training, such as films, slides presentations, manuals, workbooks and other related items. Check with applicable training agencies (i.e. state and federal agencies, etc.) for these retention requirements. The records series does not include records documenting training of individuals. These records may have archival value.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost. State agencies must contact
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## TRAINING RECORDS

GS1- 148

This record series consists of a record for each employee in the department/agency which may include all educational and training records of the employee. The series includes: OSHA required blood borne pathogen training records, Right-To-Know training, equipment usage, sensitivity/multicultural training, continuing education, tuition assistance and in-house training records. See also "PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM," and/or "PERSONNEL RECORDS: NON FLORIDA RETIREMENT SYSTEM."

- a) RECORD COPY. 3 fiscal years after completion of training.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TRAINING RECORDS: INSTRUCTOR

GS2- 105

This record series consists of a record of each course that is taught by the police/sheriff department. It may include the schedules, course material and any development material. This records series consists of information created pursuant to s. 943.175, F.S. See also "TRAINING RECORDS: PERSONNEL."

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

Records created before 6/30/2008 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TRAINING RECORDS: PERSONNEL

GS2- 104

This record series consists of a record of each law enforcement employee in the police/sheriff department which may include all educational and training records of the employee. These records are created in pursuant to s. 943.135, F.S. See also "TRAINING RECORDS: INSTRUCTOR."

- a) Record copy. Retain as long as the Personnel File.
- b) Duplicates. 1 year after termination of employment.

Originals created before 6/30/1985 are eligible for destruction. Duplicates can be disposed of through 6/30/2009 . You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TRAINING RECORDS: STUDENT EVALUATIONS

GS8- 46

This record series consists of a composite rating by instructors of a trainee's performance.

- a) RECORD COPY. 1 year after appointment to permanent position.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## TRANSITORY MESSAGES

GS1- 146

This record series consists of records that are created primarily to communicate information of short-term value. Examples of transitory messages include, but are not limited to, e-mail messages or other communications reminding employees about scheduled meetings or appointments; telephone messages (whether in paper, voice mail, or other electronic form); announcement 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.

- a) RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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## TRANSPORTATION (FEFP) SURVEY REPORTS

GS7- 100

This record series consists of a report required for determining the District's need for transportation funding. See also "TRANSPORTATION (FEFP) SURVEY REPORTS: SUPPORTING DOCUMENTS."

- a) RECORD COPY. 4 fiscal years provided applicable audits have released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**TRANSPORTATION (FEFP) SURVEY REPORTS:SUPPORTING DOCUMENTS****GS7- 101**

This record series consists of district documentation of student eligibility for transportation services including: bus, bus driver, and student related records and is described in the "Student Transportation General Instructions." See also "TRANSPORTATION (FEFP) SURVEY REPORTS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**TRESPASS WARNING AUTHORIZATION FORMS****GS2- 106**

This record series consists of forms documenting an agency's relationship between the sheriff/police department and a certain property owner for the purpose of issuing trespass warnings. See also "SPECIAL WATCH RECORDS," and/or "WARNING TICKETS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**UNEMPLOYMENT COMPENSATION RECORDS****GS1- 149**

This record series consists of the agency's copies of Employers Quarterly Report (UCT-6) to the Department of Revenue as required by Rule 60BB-2.025, F.A.C., 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 benefits due to applicants. The records may also include receipts and statement of charges.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**UNIFORM CLOTHING FORMS****GS2- 108**

This record series consists of a form which lists items of police officer/deputy uniforms issued to departmental personnel who have a need and are qualified to wear them. These forms can be used to authorize issuance of specified items by an authorized vendor.

- a) Record copy. 1 fiscal year after return of the items provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**UNIFORM CRIME (UCR) REPORTS****GS2-109**

This record series consists of reports which are created pursuant to requirements designated in s. 943.05, F.S. They include information on all traffic citations, whether D.W.I., whether written for accidents, etc.; all offenses such as homicides, rapes, etc.; age, sex and residence of all persons arrested; larcenies broken down into categories, etc.; complete juvenile reporting as to offense, age, etc.; annual and monthly report compiled on all; police injuries and/or death included.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**UTILITY CUSTOMER RECORDS****GS1-170**

This record series consists of individual account records, meter cards and readings, payment receipts and deposit records for utility services. See also "ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS," and/or "ACCOUNTS RECEIVABLE RECORDS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VALIDATION RECORDS****GS2-110**

This record series consists of information which is sent out by the Florida Department of Law Enforcement (FDLE) for validation on accuracy of information which each agency has placed into the Florida Crime Information Center (F.C.I.C.) data base. The validation record which is sent out by FDLE includes a receipt certificate that is returned to FDLE immediately upon receipt of the monthly validation list. After returning the receipt certificate, the agency goes through the entire list of entries to certify that the information in the F.C.I.C. data base is accurate and still outstanding. The agency is required to return a certificate form or letter to FDLE within forty-five (45) days, attesting to the completion of the validation process. These records are created in pursuant to Rule 11C-6.007, F.A.C.

- a) Record copy. 60 days after certificate returned to FDLE.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 4/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VEHICLE MAINTENANCE/ USAGE RECORDS****GS1-53**

This record series consists of, but is not limited to, all records/logs/activity pertaining to vehicle maintenance and usage for gas, tires, repairs, fuel reports, vehicle usage activity, ect. Used for agency cars. See also "VEHICLE RECORDS."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## VEHICLE PROCESSING LOGS

GS2-112

This record series consists of a log of vehicles which are to be processed for prints, when and by whom. This information can also be found in the criminal investigative case file.

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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## VEHICLE RECORDS

GS1-154

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 insurance information, and any other information relating to the vehicle. See also, "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

- a) RECORD COPY. 1 anniversary year after disposition of vehicle provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

*Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.*

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## VEHICLE RECORDS: CHECKLIST

GS2-111

This record series consists of a check sheet which is used by the police/sheriff's supervisors at the beginning of each work shift to record the condition of vehicles and equipment.

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

*These records can be disposed of until obsolete, superseded or administrative value is lost.*

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**VEHICLE RECORDS: IMPOUNDED****GS2- 52**

This record series consists of cards or sheets for each vehicle, airplane, or boat which is impounded by the police/sheriff department. The information contained on the card or sheet consists of the make and model of the vehicle, the year, color, identification number, tag number, condition of the vehicle, damage to the vehicle (if any), where impounded, name and address of owner (if available), an inventory of the vehicle and its contents, reason for impounding (i.e. accident, abandoned vehicle, recovered stolen vehicle or vehicle used in commission of a crime), charge (if any), date and time of impounding, wrecker, time and to whom released, address of person to whom vehicle was released, by whom released, computer printout showing want and registered owner and authorizations to release an impounded car as the case is closed, which includes whatever conditions (if any) are imposed on release. See also "NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE," "PROPERTY RECORDS: CONFISCATED," and/or "EVIDENCE PROCESSING RECORDS."

- a) Record copy. 3 years after disposition of vehicle provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VEHICLE RECORDS: TACHOMETER READING****GS2- 113**

This record series consists of records which monitor the speed of the vehicle over a twenty-four (24) hour period. In addition, it monitors if the lights or sirens were used.

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VERIFICATION RECORDS: ATTENDANCE/ EMPLOYMENT/  
ENROLLMENT****GS1- 243**

This records series consists of written responses to request 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.

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

Records created before 6/30/1935 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VETERANS RECORDS: STUDENT****GS7- 105**

This record series consists of a folder for each veteran containing such documents 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 sheets, attendance cards, certification cards, etc.

- a) RECORD COPY. 5 years after graduation, transfer or withdrawal.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VICTIM ASSISTANCE CASE FILES****GS2- 191**

This record series consists of documentation of the assistance efforts provided to crime victims by governmental agencies. Included in this file may be duplicates of the police report and court documents as well as correspondence and social service referrals. In addition to these records the file may contain a crime compensation application, a victim's impact statement, restitution statements, and additional supporting documentation. This file is required by Chapter 960, F.S.

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

Records created before 6/30/2005 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VIDEO TAPE RECORDINGS: PATROL UNIT****GS2- 192**

This record series consists of, tape recordings made by police/sheriff's officers on patrol. The camera is attached to the patrol car and records selected actions. If the action leads to a criminal investigative case, then refer to the appropriate case file.

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**VISITING TEACHER CASE RECORDS****GS9911**

This record series is composed of a record of attendance giving status report as to the reason of a student's absences when they are excessive.

- a) RECORD COPY: Retain until obsolete, superseded, or administrative value is lost.
- b) DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**VOCATIONAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS****GS7- 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 and will be eliminated from this schedule in the year 2000.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VOCATIONAL EDUCATION\_ATTENDANCE ROLL BOOKS****GS9912**

This record series consist of vocational class information, course name and number, instructor name, hours and days of class, student names and student attendance information. Generated for semester use to provide history of hours necessary for certification/licensing qualifications.

- a) RECORD COPY: Permanent
- b) DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.

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**VOCATIONAL PLACEMENT REPORTS****GS7- 107**

This record series consists of yearly placement reports and those which show percentage of placement of students into a vocational/technical program.

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**VOLUNTEER PROGRAM RECORDS: NON-STATE/FEDERAL****GS7- 108**

This record series consists of volunteer programs that are not related to federal or state programs, such as Green Thumb, Community Service, probation, or VISTA. These are local, district programs or non-profit civic or private industry partnerships. These records include volunteer qualifications, types of work available, special event programming, and mentor appointments. Volunteer personnel records are listed in the General Records Schedule for State and Local Government GS1. See also "GRANT FILES: FEDERAL," and/or "GRANT FILES: STATE.

- a) RECORD COPY. 3 fiscal years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**W-4 FORMS****GS1- 158**

This record series consists of information reported from employee to employer concerning dependent deductions claimed. The information includes name, address, social security number, marital status, and number of dependents claimed. The retention period for the record copy was established pursuant to Section 26 CFR 31.6001-1(2). See also "W-2 FORMS," "W-9 FORMS," "941-E FORMS," "1099 FORMS," "1096 REPORTS" and/or "1099 REPORTS."

- a) RECORD COPY. 4 calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**W-9 FORMS****GS1- 178**

This record series consists of the information used in creating the 1099 report that is given to the customer and the Internal Revenue Service (IRS). The customer certifies backup withholding status and reporting number. See also "W-2 FORMS," "W-4 FORMS," "941-E FORMS," "1099 FORMS," "1096 REPORTS" and/or "1099 REPORTS."

- a) RECORD COPY. 4 calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2004 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**WAIVER FORMS: RELEASE OF INFORMATION****GS2- 114**

This record series consists of forms filled out by people giving the police/sheriff/ permission to give out information regarding themselves including juveniles, witnesses, and victims of crime. This form should be retained along with the record(s) or information released. The waiver should inform the individual that they are waiving any protection under Chapter 119, F.S. or any other state statute or F.A.C. rule. See also "LIABILITY WAIVERS."

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**WARNING TICKETS****GS2- 115**

This record series consists of warning tickets which list name and address of person warned. See also "TRESPASS WARNING AUTHORIZATION FORMS."

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

These records can be disposed of until obsolete, superseded or administrative value is lost.

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**WARRANT CARD FILES****GS2- 116**

This record series consists of an alphabetical name file which contains a record of warrants that are to be served. See also "ARREST WARRANTS/CAPIAS/ORDERS," and/or "WARRANT CASE FILES: OUTSTANDING."

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

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**WARRANT CASE FILES: OUTSTANDING****GS2- 117**

This record series consists of individual case files on outstanding criminal warrants that are to be issued to individuals located outside the county or state. Included are copies of the letter of transmittal, a copy of the warrant and any other pertinent information related to the warrant. See also "ARREST WARRANTS/CAPIAS/ORDERS," and/or "WARRANT CARD FILES."

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

Records created before 6/30/2010 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**WEAPONS BUY BACK PROGRAM RECORDS****GS2- 193**

This record series consists of the program records related to the buying back of weapons from citizens on a "no questions asked" basis. These documents may include, but are not limited to: participant information; duplicates of financial records and media or advertising materials; and collection logs specifying the serial number and make or model of the weapon as well as the method and date of final destruction. This series may also include any tests run on the weapons to identify participation in a crime.

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

Records created before 6/30/2006 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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**WORK ORDERS****GS1- 141**

This record series documents request for major or minor maintenance or service requiring that a work order be generated. The work order includes dates, locations, cost to labor, hour 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."

- a) RECORD COPY. 3 fiscal years provided applicable audits have been released.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2007 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## WORKERS' COMPENSATION RECORDS

GS1- 55

This records series documents employee injuries or illness where a Worker's 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 Illness; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state forms from DFS-F2-DWC-1 or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illness - Retention and Updating. See also "INJURY RECORDS."

- a) RECORD COPY. 5 Calendar years.
- b) DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 12/31/2003 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## WRECKER SERVICE RECORDS

GS2- 118

This record series consists of wrecker rotation records which include the date, time, wrecker requested/called, zone or unit, wrecker responding, called by whom, whether particular wrecker summoned was by utilization of a rotation list or at the vehicle owner's request (a reference to verify fairness in wrecker company usage if contested), and special remarks. Also included in this series are the wrecker company's towing and storage rates and notification to the sheriff/police department by all wrecker companies when a vehicle is towed from private property. These records are in compliance with Florida Statutes Section 715.07(2).

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 6/30/2009 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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## ZONING VARIANCE RECORDS

GS1- 312

This records series documents actions taken on request 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.

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

The Record copy of this item is Permanent. Contact Records and Forms Management for assistance with storage instructions.