

State and Local Government

GS1-"1"

MAIL: UNDELIVERABLE/RETURNED

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING LISTS," and "POSTAGE/SHIPPING RECORDS."

RECORD COPY. 1 anniversary year after returned undeliverable.
DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-1

MAIL: UNDELIVERABLE/RETURNED

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

RECORD COPY: Retain until obsolete, superseded, or administrative value is lost.

These records can be disposed of until obsolete, superseded or administrative value is lost.

State and Local Government

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EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

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

RECORD COPY. 4 anniversary years after final action.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-104

EQUIPMENT/VEHICLE MAINTENANCE RECORDS

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

RECORD COPY. 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair, whichever occurs first.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-106

FEASIBILITY STUDY RECORDS

This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas that 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 or other applicable item. These records may have archival value.

RECORD COPY. 3 years after completion of study. State agencies must contact the State Archives of Florida for archival review before disposition of records.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)

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

RECORD COPY. 10 fiscal years. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 06/30/2010 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.

State and Local Government

GS1-108

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

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

RECORD COPY. 5 fiscal years.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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GRIEVANCE FILES

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

RECORD COPY. 3 fiscal years after settlement provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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INSURANCE RECORDS: AGENCY

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

RECORD COPY. 5 fiscal years after final disposition of claim or expiration of policy provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.

RECORD COPY. 3 fiscal years provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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LEGISLATION RECORDS

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost. State agencies must contract the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of

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

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ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

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

RECORD COPY. 10 anniversary years; State agencies must contact the State Archives of Florida for archival review before disposition of records.

Records created before 01/01/2010 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.

State and Local Government

GS1-123

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)

This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OTHER MEETINGS."

RECORD COPY. 2 anniversary years after adoption of the official minutes or certification of transcript.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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OPERATIONAL AND STATISTICAL REPORT RECORDS

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

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

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OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

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.

RECORD COPY. 3 fiscal years provided applicable audits have been released. State agencies must contact the State Archives of FL. for archival review before disposition of records. Other agencies should ensure appropriate preservation of records

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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ORGANIZATION CHARTS

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.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost. State agencies must contact the State Archives of FL. For archival review before disposition of records. Other agencies should ensure appropriate preservation of records..

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PUBLIC INFORMATION FILES

This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, social media involvement and other activities. 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, applicable social media posts, and examples of brochures, handouts, or other items meant for public distribution. NOTE: Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS." These records may have archival value.

RECORD COPY. 90 days. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

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

RECORD COPY. 5 fiscal years after final action provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

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

RECORD COPY. 3 fiscal years provided applicable audits have been released

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-136

PROJECT FILES: CAPITAL IMPROVEMENT

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

RECORD COPY. 10 fiscal years after completion or termination of project.

Records created before 06/30/2010 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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PROJECT FILES: FEDERAL

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 federal agency and the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RECORD COPY. 5 fiscal years after completion or termination of project.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-138

PROJECT FILES: NON-CAPITAL IMPROVEMENT

This record series documents work done on projects and/or project proposals that 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: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RECORD COPY. 5 fiscal years after completion or termination of project.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-139

PROMOTION/TRANSFER REQUEST RECORDS

This record series documents employee requests for transfer or promotion within the agency. The series may include, but is not limited to, requests for promotion or transfer, copies of employment applications, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

RECORD COPY. 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

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WORK ORDERS

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order may include such information as dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. For record copies of payment information, use "DISBURSEMENT RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RECORD COPY. 3 fiscal years provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

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

RECORD COPY. 2 Calendar years after date of issuance. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have

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

This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include, but is not limited to, correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/ PROCEDURES" and "RESOLUTIONS."

RECORD COPY. 3 calendar years after date of resolution.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-144

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RECORD COPY. 4 calendar years after due date of tax provided applicable audits have been released.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

TRANSITORY MESSAGES

This record series consists of records that are created primarily to communicate information of short-term value. "Transitory" refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. 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.

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

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

TRAINING MATERIAL RECORDS

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of rec.

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

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GS1-149

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, Florida Administrative Code, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), Florida Statutes, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

This record series consists of records documenting each vehicle owned by the agency including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RECORD COPY. 1 anniversary year after disposition of vehicle provided applicable audits have been released.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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CONTRACTOR PREQUALIFICATION CERTIFICATION RECORDS

This records series consists of case files documenting the annual prequalification certification for state certified and special trade contractors as required by the School Board of Miami Dade County. Prequalification certification is required for construction and construction related services. The series may include, but is not limited to, applications, contractor supporting documentation, supplemental forms, and other related documentation. Records created pursuant to Section 1013.46, Florida Statutes, Education Facilities, Advertising and awarding contracts; prequalification of contractor.

RECORD COPY. 3 fiscal years from date certification approved or denied.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

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VOUCHERS: FEDERAL PROJECTS PAID

This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

RECORD COPY. 5 fiscal years after completion or termination of project.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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 INCOME/EMPLOYMENT TAX FORMS/REPORTS

This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.

RECORD COPY. 4 calendar years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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)

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

RECORD COPY. 50 fiscal years after separation or termination of employment.

Records created before 06/30/1970 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.
DUPLICATE. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a 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

This record series consists of individual complaints received from citizens, consumers or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES" and "GRIEVANCE FILES."

RECORD COPY. Permanent.

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

State and Local Government

GS1-167

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

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

RECORD COPY. 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-169

MINORITY BUSINESS CERTIFICATION CASE FILES

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-17

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

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

RECORD COPY. 3 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-172

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

This record series consists of documents pertaining to real property acquired by a government agency. The series may include, but is not limited to, agency property deeds, appraisals, surveys, copies of building plans or blueprints, records of sale or other disposition of the property, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RECORD COPY. 3 fiscal years after termination of agency's ownership of the real property.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-174

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)

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

RECORD COPY. 5 anniversary years after adopted. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-183

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-186

DIRECTIVES/POLICIES/PROCEDURES

This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that 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, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." These records may have archival value.

RECORD COPY. 2 anniversary years after superseded or becoming obsolete. State agencies must contact the State Archives of Florida for archival review before disposition of records.

Originals created before 01/01/2018 are eligible for destruction. Duplicates can be disposed of through 06/30/2020. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-188

INJURY/ILLNESS RECORDS

This record series consists of investigations, logs and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION RECORDS." For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses, Retention and updating. See also "INCIDENT REPORT FILES."

RECORD COPY. 5 calendar years.

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

State and Local Government

GS1-189

ACCESS CONTROL RECORDS

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

RECORD COPY. 1 anniversary year after superseded or access rights terminated.

Originals created before 01/01/2019 are eligible for destruction. Duplicates can be disposed of through 06/30/2020. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-19

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

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

RECORD COPY. 25 fiscal years after separation or termination of employment.

Originals created before 06/30/1995 are eligible for destruction. Duplicates can be disposed of through 06/30/2020. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-191

BOND RESOLUTIONS/ORDINANCES

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-193

INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

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

RECORD COPY. 4 calendar years after inspection provided applicable audits have been released.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-195

PAYROLL RECORDS: SUPPORTING DOCUMENTS

This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

RECORDS COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-198

PUBLICATION PRODUCTION RECORDS

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

RECORD COPY. Retain until receipt of final, published copy or cancellation of publication project.

DUPLICATE. Retain until obsolete, superseded, or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-2

ADMINISTRATIVE CONVENIENCE RECORDS

This record series consists of DUPLICATES of public records maintained for the convenience of officials and employees in carrying out their duties. These records are NOT the official file or record (master) copy. Do NOT use this item if records fall under a more appropriate retention schedule item.

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-20

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

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

RECORD COPY. 3 fiscal years.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-204

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

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

RECORDS COPY. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-206

EMPLOYEE CONDUCT COUNSELING RECORDS

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

RECORD COPY. 1 anniversary year after final action.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-207

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-208

EXPENDITURE PLANS: CAPITAL IMPROVEMENT

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

RECORD COPY. 50 anniversary years. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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

State and Local Government

GS1-210

DISASTER PREPAREDNESS PLANS

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

RECORD COPY. 5 fiscal years after superseded or becoming obsolete. State agencies must contact the State Archives of Florida for archival review before disposition of records.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-211

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

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.

RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 yrs. Other agencies should ensure appropriate preservation of records.

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

State and Local Government

GS1-212

MEDICAL RECORDS

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

RECORD COPY. 5 calendar years.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-213

FUEL TAX REPORTS

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

RECORD COPY. 3 fiscal years.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-214

PAYROLL RECORDS: NOT POSTED

This record series consists of any payroll records, in any format, not posted to an employee's retirement plan (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RECORD COPY. 50 calendar years.

Records created before 01/01/1970 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-216

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

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

RECORD COPY. Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

Records created before 01/01/2010 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.

State and Local Government

GS1-219

INSPECTION REPORTS: FIRE EXTINGUISHER

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

RECORD COPY. 1 anniversary year or life of equipment, whichever is sooner.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-221

BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

This record series documents the method by which a local governing authority grants the privilege of engaging in or managing any business, profession or occupation within its jurisdiction pursuant to Chapter 205, Florida Statutes, Local Business Taxes. Per Chapter 205, this does not include records of any fees paid to any board, commission or officer for permits, registrations, examinations or inspections. The series includes applications, renewal cards, business tax receipts and supporting documentation. This series does not cover records relating to the issuance of business or occupational licenses by state agencies. For records documenting financial transactions associated with this process, see "RECEIPT/REVENUE RECORDS: DETAIL." See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

RECORD COPY. 1 calendar year after expiration, revocation, or denial of business tax receipt.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-222

PROPERTY CONTROL RECORDS

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

RECORD COPY. Retain until completion of the next physical inventory after the equipment leaves service.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-223

EQUIPMENT REFERENCE FILES

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

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-224

EQUIPMENT/VEHICLE USAGE RECORDS

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."

Record Copy: 1 calendar year.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-227

EXPOSURE RECORDS

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

RECORD COPY. 30 anniversary years.

Records created before 01/01/1990 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.

State and Local Government

GS1-228

ORDINANCES

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

RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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

State and Local Government

GS1-229

ORDINANCES: SUPPORTING DOCUMENTS

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

RECORD COPY. 5 anniversary years after adoption of ordinance. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined ...

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-23

INFORMATION REQUEST RECORDS

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

RECORD COPY. 1 fiscal year provided applicable audits have been released.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-231

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

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

RECORD COPY. Retain as long as software-dependent records are retained.

Originals created before 06/30/2020 are eligible for destruction. Duplicates can be disposed of through 06/30/2020. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-236

CODE ENFORCEMENT HEARING CASE FILES

This record series consists of case files documenting code violation hearings before the Code Enforcement Board or a Special Master. The series may include, but is not limited to, affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, Florida Statutes, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1.a., Florida Statutes, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

RECORD COPY. 5 anniversary years after case closed.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-237

CODE VIOLATION RECORDS: NO CITATION ISSUED

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

RECORD COPY. 3 anniversary years after case is closed.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

PUBLIC PROGRAM/EVENT RECORDS

This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events the public can participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and completed registration forms providing such information as registrant's name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release and liability release. The series may also include other documentation, such as sign in/out forms, parent/guardian authorizations and other related records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency.

RECORD COPY. 5 fiscal years after completion of contract or program/event, whichever is later.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

EMPLOYMENT APPLICATION AND SELECTION RECORDS

This record series consists of all records that document the selection process and justify the selection decision, including, but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file. See Sections 110.211 and 110.213, Florida Statutes, governing recruitment and selection in state employment; Section 760.11, Florida Statutes, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rules 60L-29 through 60L-40, Florida Administrative Code, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

RECORD COPY. 4 anniversary years after personnel action and any litigation is resolved.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-240

SALARY SCHEDULES

This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." These records may have archival value.

Record copy. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have historical value.

Records created before 06/30/2010 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.

State and Local Government

GS1-241

INCIDENT REPORT FILES

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

RECORD COPY. 4 anniversary years from date of incident.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-242

DRAFTS AND WORKING PAPERS

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

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-243

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

This record series consists of written responses to requests received 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.

Record Copy. 90 days.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-244

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

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

RECORD COPY. 10 anniversary years after case closed.

Records created before 01/01/2010 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.

State and Local Government

GS1-247

ANNEXATION RECORDS

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

RECORD COPY. Permanent.

RECORD COPY.

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

State and Local Government

GS1-25

ADVERTISEMENTS: LEGAL

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-255

CERTIFICATE OF OCCUPANCY: COMMERCIAL

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

RECORD COPY. Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

Records created before 01/01/2010 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.

State and Local Government

GS1-257

CHILD CARE RECORDS

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

Record Copy. 5 Calendar years after termination of enrollment.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

DISASTER PREPAREDNESS DRILL RECORDS

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

Record copy. 2 calendar years provided reviews have been conducted.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

OPINIONS: LEGAL

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.

RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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.

DRUG TEST CASE FILES

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

Record copy. 5 anniversary years after final action.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

DRUG TEST EQUIPMENT RECORDS

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

RECORD COPY. 5 anniversary years.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-262

DRUG TEST PROGRAM ADMINISTRATION RECORDS

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

RECORD COPY. 5 anniversary years.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-264

ELECTRONIC FUNDS TRANSFER RECORDS

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

Record copy. 5 fiscal years after termination of service agreement/authorization.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-266

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN

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

RECORD COPY. 3 anniversary years after plan expires.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-269

EMPLOYEE ASSISTANCE PROGRAM RECORDS

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

Record copy. 2 anniversary years after final action.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-27

LITIGATION CASE FILES

This record series consists of legal documents, notes, reports, background material, summonses and other related records created or received in preparing for or engaging in litigation of legal disputes. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "OPINIONS: LEGAL" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

RECORD COPY. 5 anniversary years after case closed or appeal process expired provided applicable audits have been released.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-270

FACILITY RESERVATION/RENTAL RECORDS

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-275

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

This record series consists of the client case files for citizens receiving assistance from a 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 that are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, Florida Statutes, Health Care Responsibility For Indigents; and Chapter 59H-1, Florida Administrative Code, Florida Health Care Indigency Eligibility Certification Standards.

Record copy. 5 fiscal years.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-278

INVESTMENT RECORDS

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

RECORD COPY. 10 fiscal years provided applicable audits have been released.

Records created before 06/30/2010 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.

State and Local Government

GS1-280

MAPS: ORIGINALS

This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of Court under Florida Statutes Section 177.111, Instructions for filing plat; Section 177.131, Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps; Section 177.132, Preservation of unrecorded maps; or Section 337.2735, Recording of municipal maps of reservation for transportation corridors and transportation facilities; or with the State Land Office under Section 253.031, Land office; custody of documents concerning land; moneys; plats. See also "SUBDIVISION PLANS."

Record copy. Permanent

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

State and Local Government

GS1-282

MICROGRAPHICS: QUALITY CONTROL RECORDS

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

Record copy. Permanent.

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

State and Local Government

GS1-283

NOISE EXPOSURE MEASUREMENT RECORDS

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

RECORD COPY. 2 anniversary years.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-286

PERMITS: BUILDING

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

Record copy. 10 anniversary years provided applicable audits have been released.

Records created before 01/01/2010 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.

State and Local Government

GS1-288

PERMITS: SIGNS (LOCAL GOVERNMENT)

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

Record Copy. 3 fiscal years provided applicable audits have been released

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-289

WORK SCHEDULES

This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

Record copy. 1 fiscal year after obsolete or superseded provided applicable audits have been released.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-29

MAILING/CONTACT LISTS

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

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-291

PROJECT FILES: OPERATIONAL

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

Record copy. 3 fiscal years after completion or termination of project.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-292

RADIO LOGS

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

RECORD COPY. 1 fiscal year.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-295

RECORDS RETRIEVAL/REFERENCE RECORDS

This record series documents the retrieval and refiling of records stored in a records management or archival facility. The series may include, but is not limited to, reference or retrieval requests/work orders, refile requests/work orders, and pull slips and/or "out cards." The records may indicate such information as 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; whether anything was missing; and any additional information.

Record copy. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-296

REGISTRATION RECORDS: EVENTS

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-297

RESOLUTIONS

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

Record Copy. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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

State and Local Government

GS1-3

ADMINISTRATIVE SUPPORT RECORDS

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

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

State and Local Government

GS1-30

MANAGEMENT SURVEYS/STUDIES: INTERNAL

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

RECORD COPY. 1 calendar year after completion of data collection or release of report, whichever is later.

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

State and Local Government

GS1-300

SIGNATURE AUTHORIZATION RECORDS

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

Record copy. 1 fiscal year after obsolete or superseded.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-301

SUBDIVISION PLANS

This record series consists of final and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS."

Record copy. Permanent

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.

State and Local Government

GS1-302

SURVEILLANCE RECORDINGS

This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.

Record Copy. 30 days.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-304

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, Florida Statutes, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-311

MEDICAL RECORDS: VETERAN SERVICES

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

RECORD COPY. 7 fiscal years after last discharge or last entry.

Records created before 06/30/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-312

ZONING VARIANCE RECORDS

This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

Record Copy. Permanent

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

State and Local Government

GS1-319

INVENTORY: AGENCY RECORDS

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

Record copy. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-32

MINUTES: OFFICIAL MEETINGS

This record series consists of the official record of official meetings, defined in Section 286.011(1), Florida Statutes, Public meetings and records, as "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." These records may have archival value.

RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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

State and Local Government

GS1-321

DISASTER RELIEF RECORDS

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

Records copy: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-322

RECORDS MANAGEMENT COMPLIANCE STATEMENTS

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

Record copy. 1 fiscal year.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-324

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS

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

RECORD COPY. 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

Records created before 01/01/2014 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-325

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS

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

RECORD COPY. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

Records created before 01/01/2014 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-33

MINUTES: OTHER MEETINGS

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

RECORD COPY. 1 anniversary year after date of meeting. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have I

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-331

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

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

RECORD COPY. 10 anniversary years after case closed.
DUPLICATES.

Records created before 01/01/2010 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.

State and Local Government

GS1-332

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

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

RECORD COPY. 6 months after last action.

Records created before 07/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-334

COMMITTEE/BOARD APPOINTMENT RECORDS

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

RECORD COPY. 3 fiscal years after term of office or committee/board is abolished.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-335

COMMUNICATIONS AUDIO RECORDINGS

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

RECORD COPY. 30 days.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-338

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

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

RECORD COPY. 5 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-34

NEWS RELEASES

This record series consists of news releases distributed by the agency. See also "PUBLIC INFORMATION FILES," "PUBLICATION PRODUCTION RECORDS" and "TRANSITORY MESSAGES." These records may have archival value.

RECORD COPY. 90 days. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-340

DISBURSEMENT RECORDS: DETAIL

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

RECORD COPY. 5 fiscal years after transaction completed.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-341

DISBURSEMENT RECORDS: SUMMARY

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

RECORD COPY. 5 fiscal years after transaction completed.

Records created before 06/30/2010 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.

State and Local Government

GS1-342

DONATION RECORDS

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-343

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS

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

RECORD COPY. 3 fiscal years after final disposition of property.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-345

FALSE ALARM RECORDS

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-346

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

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

RECORD COPY. 10 fiscal years provided applicable audits have been released. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 06/30/2010 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.

State and Local Government

GS1-347

FINANCIAL HISTORY SUMMARY RECORDS

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.

Record Copy: Permanent

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

State and Local Government

GS1-349

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

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

RECORD COPY. 1 anniversary year after receipt of denial notification.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-35

PAYROLL RECORDS: POSTED

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-350

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE

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

RECORD COPY. 30 years after termination, retirement, or separation from employment

Records created before 01/01/1990 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.

State and Local Government

GS1-351

INVESTIGATIVE RECORDS: INSPECTOR GENERAL

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

RECORD COPY. 5 anniversary years after final action provided applicable audits have been released.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-356

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-357

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-364

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned. The series may include, but is not limited to, demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

Record copy. 5 anniversary years after final action.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-365

RECEIPT/REVENUE RECORDS: DETAIL

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. NOTE: Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), Florida Statutes, Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

RECORD COPY. 5 fiscal years after transaction completed.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-366

RECEIPT/REVENUE RECORDS: SUMMARY

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

Record Copy. 10 fiscal years provided applicable audits have been released.

Records created before 06/30/2010 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.

State and Local Government

GS1-369

SECURITY SCREENING RECORDS

This record series consists of records documenting security screenings/background checks conducted on individuals who are not employees or candidates for employment (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. NOTE: Public schools must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with Florida Statutes.

Records Copy: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-370

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

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

State and Local Government

GS1-371

STAFF ADMINISTRATION RECORDS

This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/human resources office before disposition.

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

State and Local Government

GS1-374

SUBPOENAS

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.

RECORD COPY. 1 anniversary year after compliance date specified in subpoena.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-378

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-38

POSITION DESCRIPTION RECORDS

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

RECORD COPY. 2 anniversary years after superseded provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-380

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

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

Record copy. 5 fiscal year provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-385

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

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

RECORD COPY. 5 fiscal years after file becomes inactive provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-387

LOBBYIST REGISTRATION RECORDS

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

RECORD COPY.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-388

REVENUE SHARING APPLICATIONS

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), Florida Administrative Code, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, Florida Statutes, Revenue Sharing Act of 1972.

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-391

COMPUTER LOGS

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

RECORD COPY. 30 Days or until review of logs is completed, whichever occurs first
DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-392

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

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

RECORD COPY. Retain until receipt of final, published copy.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-396

FINAL ORDERS: SUPPORTING DOCUMENTS

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

RECORD COPY. 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-40

INVENTORY: AGENCY PROPERTY

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-41

PROPERTY TRANSFER RECORDS

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

RECORD COPY. 1 fiscal year provided applicable audits and a physical inventory have been released.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-417

BOND FINANCING ADMINISTRATIVE RECORDS

This record series documents administrative and management activities relating to the financing of local government projects through bonded indebtedness. The series may include, but is not limited to, preliminary studies; legal opinions; proposals and prospectuses; authorizations and certificates for issuance; cancellation and exchange records; retired bonds and bond interest coupons that have been redeemed, including such information as identifying date, number of each bond and quality and value of bond by maturity; registers recording the redemption of bond coupons, including such information as upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying dates, number of each bond, interest paid and maturation dates; and other related correspondence and documentation. See also "BOND RESOLUTIONS/ORDINANCES." These records may have archival value.

5 fiscal years after final payment or closeout activity, whichever is later. State agencies must contact the State Archives of Florida for archival review before disposition of records.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-42

PURCHASING RECORDS

This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, 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."

Record Copy. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-422

GRANT FILES

This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative and financial reports submitted by recipient agencies; and supporting documentation. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." These records may have archival value.

RECORDS COPY. 5 fiscal years after completion of grant cycle or project, whichever is applicable. State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies...

DUPLICATE. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-45

RECORDS DISPOSITION DOCUMENTATION

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-47

MAIL: REGISTERED AND CERTIFIED

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

RECORD COPY. Retain until obsolete, superseded, or administrative value is lost.

DUPLICATES. 1 fiscal year.

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

State and Local Government

GS1-49

SALARY COMPARISON REPORTS

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.

RECORD COPY. 1 fiscal year provided applicable audits have been released. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-50

AUTOMATED ACCOUNTING SYSTEM REPORTS

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-52

TRAVEL RECORDS

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances. Copies of supporting documents such as itineraries, etc. may also be included. See also "DISBURSEMENT RECORDS: DETAIL."

RECORD COPY. 5 fiscal years provided applicable audits have been released.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-54

VISITOR/ENTRY LOGS

This record series consists of records documenting visitors' and employees' entry into an agency's building or other facility. The log might require a time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

RECORD COPY. 30 days.

Records created before 01/01/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-55

WORKERS' COMPENSATION RECORDS

This record series documents employee injuries or illness where a Workers' Compensation claim is made. The series consists of the first report of injury forms and any other employer's reports and associated documentation, including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY/ILLNESS RECORDS."

RECORD COPY. 5 calendar years.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-56

AUDITS: INDEPENDENT

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

RECORD COPY. 10 fiscal years after audit report release date.

Records created before 06/30/2010 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.

State and Local Government

GS1-58

BUDGET RECORDS: APPROVED ANNUAL BUDGET

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

RECORD COPY. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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

State and Local Government

GS1-64

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

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

RECORD COPY. 10 fiscal years after completion or termination of contract/lease/agreement.

Records created before 06/30/2010 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.

State and Local Government

GS1-65

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

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

RECORD COPY. 5 fiscal years after completion or termination of contract/lease/agreement.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-66

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

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

RECORD COPY. 3 fiscal years after separation or termination of employment provided applicable audits have been released.

Originals created before 06/30/2017 are eligible for destruction. Duplicates can be disposed of through 06/30/2020. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-67

FINAL ORDERS RECORDS: INDEXED OR LISTED

This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), Florida Statutes, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, Florida Statutes. Agency orders that must be indexed per Section 120.53(1)(a)2.c, Florida Statutes, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, Florida Statutes; those rendered pursuant to Section 120.57(4), Florida Statutes, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), Florida Statutes, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, Florida Statutes, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." Permanent retention is pursuant to Section 119.021(3), Florida Statutes, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, Florida Statutes, proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."

RECORD COPY. Permanent.

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

State and Local Government

GS1-68

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

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

RECORD COPY. Permanent.

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

State and Local Government

GS1-70

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

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

RECORD COPY. 10 Anniversary years. Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.

Records created before 01/01/2010 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.

State and Local Government

GS1-71

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

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

RECORD COPY. 5 fiscal years after awarded or bid project canceled.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-72

BID RECORDS: NON-CAPITAL IMPROVEMENT

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

RECORD COPY. 5 fiscal years after awarded or bid project canceled.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-73

AUDITS: INTERNAL

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

RECORD COPY. 5 fiscal years after audit report release date.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-78

VEHICLE ACCIDENT RECORDS

This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), Florida Statutes. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RECORD COPY. 4 anniversary years.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-8

AUDITS: AUDITOR GENERAL

This record series consists of reports issued by the Auditor General to establish the position of the audited agencies against their performance standards. These records are created pursuant to Section 11.45, Florida Statutes, Definitions; duties; authorities; reports; rules. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." These records may have archival value.

RECORD COPY. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

Records created before 06/30/2010 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.

State and Local Government

GS1-82

AFFIRMATIVE ACTION RECORDS

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

RECORD COPY. 2 anniversary years provided litigation has been resolved.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-83

AUDITS: STATE/FEDERAL

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

RECORD COPY. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have historical value.

Records created before 06/30/2010 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.

State and Local Government

GS1-84

FINANCIAL ACCOUNT AUTHORIZATION RECORDS

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

RECORD COPY. 5 fiscal years after authorization superseded, expired, or canceled.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-87

BARGAINING RECORDS

This record series consists of contracts and supporting documentation related to contracts or agreements between public agencies and labor organizations or employee unions.

RECORD COPY. 5 fiscal years after expiration or cancellation of contract.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-88

BUDGET RECORDS: SUPPORTING DOCUMENTS

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

RECORD COPY. 3 fiscal years.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-89

CALENDARS

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

RECORD COPY. 1 anniversary year.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-94

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

This record series consists of individual complaints received from citizens, consumers or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES" and "GRIEVANCE FILES."

RECORD COPY. 1 anniversary year after resolved.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

State and Local Government

GS1-97

VENDOR FILES

This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.

RECORD COPY. 3 fiscal years provided applicable audits have been released.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

DISCIPLINARY CASE FILES: EMPLOYEES

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

RECORD COPY. 5 anniversary years after final action.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Utilities

GS14-113

UTILITY CUSTOMER RECORDS

This record series consists of individual account records, meter cards and readings, payment receipts and deposit records for utility services.

3 fiscal years provided applicable audits have been released.
Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Libraries

GS15-1

ACQUISITION RECORDS

This record series consists of records relating to the acquisition of library materials including, but not limited to books, periodicals, software, compact discs, videotapes, audiotapes, and film. These records may include the accession date, publisher and cost, date entered into or removed from the collection, and method of final disposal.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Libraries

GS15-4

CIRCULATION RECORDS

This record series consists of physical or electronic records of the loan of materials to library users, including records of overdue or delinquent materials.

Retain until transaction completed.

Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-10

AUCTION RECORDS

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 foThis record series documents the sale at public auction of abandoned and unclaimed articles (e.g., vehicles, bicycles, surfboards) and found property. The records may include a list of abandoned, unclaimed, and found articles and property, the advertisement of public sale, and the auction receipt form reporting money received for items sold at auction. Public sales of abandoned or lost property are pursuant to Section 705.103, Florida Statutes, Procedure for abandoned or lost property. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."r items sold at auction.

Record copy. 5 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-100

TELEPHONE CALL LOGS

This record series consists of a list of calls received by dispatch within the police/sheriff's department.

Record copy. 180 days after last entry.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 07/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

CITATION LOGS

This record series documents citations issued, listing ticket number, name of violator, date ticket was issued, and the officer's name. This series may also list any citations that are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to Section 316.650, Florida Statutes, Traffic citations; Section 327.74, Florida Statutes, Uniform boating citations; or Section 379.333, Florida Statutes, Arrest by officers of the commission; recognizance; cash bond; citation. See also "CITATION TRANSMITTAL RECORDS" and "CITATIONS."

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

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

CITATION TRANSMITTAL RECORDS

This record series documents those traffic citations and the citation numbers that have been issued and sent to the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. This retention is for the copy retained by the transmitting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. These records are created pursuant to Section 316.650(6), Florida Statutes, Traffic citations, or Section 327.74(6), Florida Statutes, Uniform boating citations. See also "CITATION LOGS" and "CITATIONS."

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

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

CITATIONS

This record series consists of citations and complaints notifying the alleged violator to appear and answer to charges of violating traffic, wildlife, boating, or other municipal ordinances or state or federal laws. The series 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. Issued along with traffic citations may be an "affidavit-of-compliance" indicating that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment, per Section 316.610, Florida Statutes, Safety of vehicle; inspection. This series includes voided citations. Copies of citations go to the Clerk of Court, the individual cited, and any applicable state agency (Department of Highway Safety and Motor Vehicles, Department of Environmental Protection, or the Florida Fish and Wildlife Conservation Commission). This retention is for the copy retained by the issuing agency, not for the copy sent to the Clerk of Court, Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Fish and Wildlife Conservation Commission. Citations may also be known as "parking tickets," "boating tickets," "wildlife citations," "parking citations," "traffic summons," or "non-moving citations." These records are created pursuant to Section 316.650, Florida Statutes, Traffic citations; Section 327.74, Florida Statutes, Uniform boating citations; or Section 379.333, Florida Statutes, Arrest by officers of the commission; recognizance; cash bond, citation. For Code Enforcement citations, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #236, "CODE ENFORCEMENT HEARING CASE FILES," Item #237, "CODE VIOLATION RECORDS: NO CITATION ISSUED" and item #398 "CODE VIOLATION: CITATION ISSUED." See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CITATION LOGS," "CITATION TRANSMITTAL RECORDS" and "NOTICES: TO APPEAR IN COURT."

Record copy. 60 days after citation issued or voided.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-105

TRAINING RECORDS: INSTRUCTOR

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."

Record copy. 2 years after training.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-106

TRESPASS WARNING AUTHORIZATION FORMS

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."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-108

UNIFORM CLOTHING FORMS

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.

Record copy. 1 fiscal year after return of the items provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-109

UNIFORM CRIME (UCR) REPORTS

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-11

BOLO (BE ON THE LOOKOUT) FORMS

This record series consists of records compiled when a "Be On the Lookout" (BOLO) is requested. The BOLO form is completed to provide uniformity in communicating the necessary information and may continue to be used for in-house information. The series may also include photographs, license plate records, vehicle description and other related information. See also "BULLETINS: DAILY."

Record copy. Retain until request is rescinded or satisfied.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-110

VALIDATION RECORDS

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.

Record copy. 60 days after certificate returned to FDLE.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-111

VEHICLE RECORDS: CHECKLIST

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-112

VEHICLE PROCESSING LOGS

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-113

VEHICLE RECORDS: TACHOMETER READING

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.

Record copy. 1 year.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-114

WAIVER FORMS: RELEASE OF INFORMATION

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."

Record copy. 4 years after release.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-115

WARNING TICKETS

This record series consists of warning tickets which list name and address of person warned. See also "TRESPASS WARNING AUTHORIZATION FORMS."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-116

WARRANT CARD FILES

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."

Record copy. 1 year after served.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-117

WARRANT CASE FILES: OUTSTANDING

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."

Record copy. Retain until served or withdrawn.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-118

WRECKER SERVICE RECORDS

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).

Record copy. 1 fiscal year provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-120

ACCIDENT RECORDS: INDEX

This record series consists of an index to motor vehicle accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file and may list such information as accident number, location of the accident, date and time, and name of investigating officer. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)" and "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)."

Record copy. Retain as long as item it relates to.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-122

CHEMICAL ANALYSIS TEST LOG

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:."

Record copy. 3 anniversary years after last entry.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-123

CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED

This record series consists of itemized records, signed by the sheriff, documenting the seizure of intoxicating liquors, wines or beer in counties that prohibit the sale of intoxicating liquors, wines or beer, including a complete record of the destruction of such intoxicating beverages. Creation and retention of records is pursuant to Section 568.12, Florida Statutes, Record of Confiscation Required. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR."

Record copy. Permanent.

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.

Law Enforcement

GS2-124

CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION

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 constituting abuse, neglect, or exploitation of elders or disabled adults, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

Record copy. 8 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2012 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-125

CRIMINAL INVESTIGATIVE RECORDS: FIRST DEGREE FELONY

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.

Record copy. 8 years after offense committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2012 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-126

CRIMINAL INVESTIGATIVE RECORDS: 2nd AND 3rd DEGREE

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 constituting a 2nd or 3rd degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

Record copy. 6 anniversary years after offense committed. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2014 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-127

CRIMINAL INVESTIGATIVE RECORDS: FIRST DEGREE MISDEMEANOR

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.

Record copy. 5 years after offense committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-128

CRIMINAL INVESTIGATIVE RECORDS: SECOND DEGREE MISDEMEANOR

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.

Record copy. 4 years after offense committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-129

CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED

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 where the degree of crime is unknown or there were no charges ultimately filed, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

Record copy. 4 anniversary years after offense committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER

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:."

Record copy. Retain until Subject is 19.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2001 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

CRIMINAL INVESTIGATIVE RECORDS: INDEX

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:."

Record copy. Retain as long as the item it relates to.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-134

INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL

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."

Record copy. 5 years after final disposition.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-135

INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL

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."

Record copy. 3 years after final disposition.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-136

INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED

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."

Record copy. 1 year.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-14

APPEARANCE BOND: REGISTERS

This record series documents appearance bonds and may include 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 that disposed of the bond.

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

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-145

LATENT FINGERPRINT CARDS: INDEX

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.

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

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-148

CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION

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.

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

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-149

NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE

This record series consists of notices to vehicle or property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-15

REGISTRATIONS: BONDSMAN

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.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-151

APPLICATIONS: CONCEALED WEAPONS/FIREARM

This record series consists of applications to carry a concealed weapon or firearm. This series is no longer accumulating, as this function is now conducted by the Department of Agriculture and Consumer Services pursuant to Section 790.06, Florida Statutes, License to carry concealed weapon or firearm.

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

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

Law Enforcement

GS2-153

BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES

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."

Record copy. 180 days after results released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-154

MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS

This record series consists of certifications submitted by local law enforcement agencies to the U.S. Attorney General's Office that all Multiple Weapons Sales Reports from licensed weapons dealers have been destroyed. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons 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 law also requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received and certify such destruction to the U.S. Attorney General's Office every 6 months (18 USC 923(g)(3)(B)). See also "MULTIPLE WEAPONS SALES REPORTS."

Record copy. 1 calendar year.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-155

MULTIPLE WEAPONS SALES REPORTS

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 persons. 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."

Record copy. Retain until obsolete, superseded, or administrative value is lost, but no longer than 20 days after receipt..

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-157

CITATION BOOK: TRAFFIC/BOATING/WILDLIFE RECEIPTS

This record series documents receipt of citation books by officers, indicating which officer received which citation book and date of receipt. This series also assists the agency in monitoring the performance of each officer. See also "CITATIONS."

Record copy. 1 anniversary year.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-158

CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS

This record series consists of citizen applications to ride in a patrol car and/or patrol vessel with an officer and observe during the officer's shift. The records provide date and time of ride-along and a liability release. The retention period is pursuant to Section 95.11, Florida Statutes, the Statute of Limitations for negligence and wrongful death.

Record copy. 4 anniversary years after ride-along.

Duplicate. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-159

COMBAT AUTO THEFT (CAT) PROGRAM RECORDS

This record series documents citizens' participation in the Combat Auto Theft (CAT) Program. This program is designed to reduce the number of auto thefts by allowing law enforcement officers to perform an investigative stop of a participant's vehicle during designated hours to determine if the vehicle has been stolen. The series may include, but is not limited to, consent/registration forms, address and phone number updates, and withdrawal forms required from participants removing a vehicle from the program. The retention period is based on Section 95.11(3), Florida Statutes, the Statute of Limitations for filing an action based upon negligence, false arrest, false imprisonment, and malicious interference.

Record copy. 4 years after withdrawal from the program.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-16

BOOKING RECORDS

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."

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

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-160

CRIMINAL INVESTIGATIVE RECORDS: MEDICAID PROVIDER FRAUD

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.

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

Records created before 01/01/2012 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-161

CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS CASES

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:."

Record copy. 100 years after initial report is filed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/1920 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-162

CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS CASES (FOUND/SOLVED)

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:."

Record copy. As long as the record series it relates to.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-163

CRIMINAL INVESTIGATIVE RECORDS: POLLUTION CONTROL

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.

Record copy. 8 years after offense committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2012 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-164

CRIMINAL INVESTIGATIVE RECORDS: SECURITY & INVESTMENT FRAUD

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.

Record copy. 5 years after offense committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-166

DISPOSITION REPORTS: COUNTY CORRECTIONAL FACILITY

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.

Record copy. 180 days.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 07/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-168

EMPLOYMENT RECORDS: OFF DUTY ACTIVITIES

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.

Record copy. 4 anniversary years.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-17

CHEMICAL ANALYSIS TEST REPORTS

This record series documents information generated when chemically testing individuals suspected of illegally being under the influence of alcohol or drugs. Information may include , but is not limited to, 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, and 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. Retention is based on Rule 11D-8.0075, Florida Administrative Code, Agency Retention of Records. If the report relates to an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CHEMICAL ANALYSIS TEST LOG" and "CRIMINAL INVESTIGATIVE RECORDS" items.

Record copy. 3 anniversary years after submitted.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-170

EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTER/SCHOOLS

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.

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

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-171

EXECUTION RECORDS: RECEIPT

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."

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

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-172

EXECUTION RECORDS: UNSATISFIED

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:."

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

Records created before 01/01/2000 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.

Law Enforcement

GS2-173

HATE CRIMES REPORTS

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.

Record copy. 1 calendar year.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-174

INJUNCTION RECORDS

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.

Record copy. Retain until expiration of injunction.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-175

INMATE FINANCIAL RECORDS

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.

Record copy. 3 fiscal years provided applicable audit issues have been resolved.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-176

INMATE TRANSPORTATION LISTS

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-177

INVENTORY REPORT: MISSING ITEMS

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.

Record copy. Retain until item is accounted for or declared lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-178

K-9/EQUINE RECORDS

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.

Record copy. 4 years after the animal leaves service.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-179

MARCHMAN ACT RECORDS

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.

Record copy. 2 years after report.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-184

NOTICES: SEXUAL PREDATOR

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.

Record copy. 4 calendar years.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-185

PERSONNEL RECORDS: POLICE AUXILLARY/SPECIAL DEPUTY

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.

Record copy. 4 calendar years after termination of volunteer duties.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-189

SUICIDE WATCH RECORDS

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.

Record copy. 4 years.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-19

CIVIL PROCESS/RETURN RECORDS

This record series documents process serving by law enforcement agencies and may include such information as name of plaintiff and defendant, type of writ, case number, cause of action, court, receipt, deposit, attorney, date received, name, date, time of service, and costs. This series also includes any indexes to the records. If this is the only record of financial transactions relating to civil process and returns, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #365, "RECEIPT/REVENUE RECORDS: DETAIL." See also "EXECUTION DOCKET RECORDS," "EXECUTION RECORDS: RECEIPT FOR RETURN," "EXECUTION RECORDS: SATISFIED," "EXECUTION RECORDS: SUPPORTING DOCUMENTS" and "EXECUTION RECORDS: UNSATISFIED."

Record copy. 3 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-191

VICTIM ASSISTANCE CASE FILES

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.

Record copy. 5 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-192

VIDEO TAPE RECORDINGS: PATROL UNIT

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-193

WEAPONS BUY BACK PROGRAM RECORDS

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.

Record copy. 4 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-195

ACCREDITATION RECORDSACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY

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. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: CORRECTIONAL FACILITY."

3 anniversary years after accreditation.

Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-20

CODE SHEETS

This record series consists of code sheets that are used to transmit statistical information for crime prevention. Codes might be referred to by other names, such as nature codes or disposition codes.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-21

COMMITMENT TO SERVE SENTENCE FORMS

This record series consists of forms completed by the court and signed by the judge committing an individual to jail or to pay a fine. The form provides such information as name of person charged, date of conviction, type of offense, amount of fine, and length of sentence. The law enforcement agency's record copy is a duplicate of the official record copy on file with the Clerk of the Circuit Court. See also "BOOKING RECORDS."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-24

COMPLAINT/INCIDENT LOGS

This record series lists all complaints or incidents to which a unit or officer responded. The log shows such information as name (s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records may be generated from Computer Aided Dispatch (CAD) systems or other similar systems. See also "COMPLAINT/INCIDENT REPORTS."

Record copy. 2 anniversary years after last entry provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-240

EXECUTION RECORDS: RECEIPT

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."

Record copy. 1 year.

Duplicate. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-25

COMPLAINT/INCIDENT REPORTS

This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide such information as date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident Report" or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, Florida Statutes. If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable Criminal Investigative Records item. See also "COMPLAINT/INCIDENT LOGS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

Record copy. 4 anniversary years after complaint/incident closed provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-26

CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR

This record series consists of the law enforcement agency's copies of seized illicit intoxicating beverage reports submitted to the Division of Alcoholic Beverages and Tobacco by local law enforcement agencies pursuant to Section 562.38, Florida Statutes, Report of Seizures. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-27

PROPERTY RECORDS: CONFISCATED

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."

Record copy. 4 years after disposition of property provided applicable audits have been released.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-30

CRIMINAL INTELLIGENCE INFORMATION RECORDS

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" (Section 119.011(3)(a), Florida Statutes, Public Records; Definitions). Pursuant to Section 119.011(3)(d), Florida Statutes, "Criminal intelligence information shall be considered 'active' as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities . . . In addition, criminal intelligence and criminal investigative information shall be considered 'active' while such information is directly related to pending prosecutions or appeals. The word 'active' shall not apply to information in cases that are barred from prosecution under the provisions of s. 775.15 [Time limitations; general time limitations; exceptions] or other statute of limitation." See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FACIAL RECOGNITION RECORDS," "VIDEO/AUDIO RECORDINGS: BODY CAMERA" and "VIDEO/AUDIO RECORDINGS: PATROL UNITS."

Record copy. Retain until obsolete, superseded or administrative value is lost.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-31

CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY

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 constituting a capital or life felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), Florida Statutes, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

Record copy. 100 anniversary years after crime committed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/1920 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-32

ARREST RECORDS: OFFENDER INFORMATION

This record series documents each adult and juvenile arrested. The records provide such information as 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 and/or offense; offense committed; car make, year, license number, and state; occupation; habits; name of closest relative or friends; scars, marks, or tattoos; any abnormalities; and special remarks. The juvenile arrest records may also include parent(s) or guardian's name(s), telephone number(s), and occupation(s). If the arrest results in an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS" and "MASTER NAME INDEXES."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-33

BULLETINS: DAILY

This record series consists of bulletins that communications dispatchers prepare daily to provide basic information to the officers. Each bulletin covers a 24-hour period and indicates officers on duty, vehicle assignments, and any special messages such as descriptions of suspicious persons. See also "BE ON THE LOOKOUT (BOLO) RECORDS."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-34

ACTIVITY LOGS

This record series consists of daily logs documenting all activities occurring during a shift in a law enforcement agency or correctional or detention facility. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under General Records Schedule GS1-SL for State and Local Government Agencies, Item #124, "OPERATIONAL AND STATISTICAL REPORTS."

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

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-36

EMPLOYEE IDENTIFICATION RECORDS

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-39

EVIDENCE PROCESSING RECORDS

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."

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

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-4

ALARM AND EMERGENCY CONTACT RECORDS

This record series consists of alarm registration records and associated emergency contact information. The series may include forms completed by a business or residential owner naming emergency contacts, name of owner of business or residence, type of alarm, location of safe, and alarm company name. These records are used to contact a business or residence owner if the owner's property is vandalized or damaged. These records also enable the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may also include emergency contact information for the company that installed the alarm system. See also "SPECIAL WATCH RECORDS."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-40

EXECUTION RECORDS: SATISFIED

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:."

Record copy. Return to issuing Clerk of the Court after satisfied.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-41

EXECUTION DOCKET RECORDS

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:."

Record copy. 3 fiscal years after satisfied or returned provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-42

CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC

This record series documents the dissemination of FCIC/NCIC criminal history records, providing such information as the date of release of the records, to whom the information relates, to whom the information was released, state identification or FBI number, and the purpose for which the information was requested. These records are created and maintained pursuant to 28CFR20, Subpart C, Federal Systems and Exchange of Criminal History Record Information; Section 943.053, Florida Statutes, Dissemination of criminal justice information; fees; and Section 943.055, Florida Statutes, Records and audit.

Record copy. 4 years after distributed.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-43

FIELD INTERROGATION REPORTS

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."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-44

FINE AND FORFEITURE RECEIPT RECORDS

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."

Record copy. 3 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-45

FINE/ESTREATED BOND REPORTS

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."

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-47

FINGERPRINT CLASSIFICATION INDEXES

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

Record copy. Retain until obsolete, superseded or administrative value is lost.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-48

FIREARM QUALIFICATIONS RECORDS

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.

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

Records created before 01/01/1995 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.

Law Enforcement

GS2-49

REGISTRATIONS: FIREARM

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.

Record copy. Retain as long as the property it relates to.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-5

AMBULANCE LOGS

This record series logs ambulances dispatched at police request through a central communications facility. Information may include date and time called, location of call, zone, ambulance dispatched, special remarks, call cancelled and reason, and call 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.

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

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-50

GUNSHOT WOUND REPORTS

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.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-52

VEHICLE RECORDS: IMPOUNDED

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."

Record copy. 3 years after disposition of vehicle provided applicable audits have been released.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-53

INMATE INCARCERATION RECORDS

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.

Record copy. 1 year after released provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-54

MEDICAL RECORDS: INMATE

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.

Record copy. 7 years after last entry.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-57

INSPECTION RECORDS: DETENTION FACILITIES

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.

Record copy. 3 years after report provided applicable audits have been released.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-59

INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY

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."

Record copy. Retain as long as the Personnel File.
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.

Law Enforcement

GS2-61

JAIL DOCKET BOOKS

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."

Record copy. Permanent.
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.

Law Enforcement

GS2-63

SUPPLY CHECKLIST

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-65

LIABILITY WAIVERS

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.

Record copy. 4 fiscal years.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-66

MASTER NAME INDEXES

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:."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-68

MEAL RECORDS

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.

Record copy. 1 calendar year.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-7

ARREST WARRANTS/CAPIAS/ORDERS

This record series consists of arrest warrants, capias (bench warrants), or orders including the name of the individual sought for arrest, the offense, and the name of the arresting officer and/or officer who requested the warrant. If the arrest results in or relates to a criminal investigation, the warrant should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "WARRANT CASE FILES" and "WARRANT INDEX."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-70

MODUS OPERANDI RECORDS

This record series consists of modes of operation of crimes and offenses committed by known persons arrested.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-71

NO CHARGE SERVICE REPORTS

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.

Record copy. 1 fiscal year provided applicable audits are released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-72

DISPOSITIONS: NOLLE PROSEQUI

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."

Record copy. Retain until obsolete, superseded or administrative value is lost.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-73

NOTICES: TO APPEAR IN COURT

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.

Record copy. 90 days after court date.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-74

OPERATION IDENTIFICATION FORMS

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.

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

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-75

PARKING VIOLATION LISTINGS

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.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-77

PHYSICAL FORCE RECORDS

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.

Record copy. 4 anniversary years after incident provided applicable audits have been released.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-78

POLYGRAPH RECORDS

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.

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

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-79

PAWN SHOP TRANSACTION REPORT

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.

Record copy. 3 years after transaction provided applicable audits have been released.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-83

RADAR CALIBRATION RECORDS

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.

Record copy. Retain for 6 months after test certificate issued.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 07/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-84

RADIO LOGS

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.

Record copy. 1 fiscal year.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-85

RAP SHEETS

This record series consists of criminal histories of arrested individuals or criminal suspects.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-86

RECORD OF PRE-NUMBERED FORMS

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.

Record copy. 3 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-87

REGISTER OF FELONS

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-88

REGISTER OF SPECIAL DEPUTY SHERIFFS

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.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-89

REQUISITION OF THE SHERIFF

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.

Record copy. 3 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-92

SEIZURE OF UNSTAMPED CIGARETTES REPORTS

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.

Record copy. 3 fiscal years provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-93

SPECIAL WATCH RECORDS

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."

Record copy. Retain until special watch is canceled.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Law Enforcement

GS2-95

STATUS CARDS

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."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-97

SUBPOENA LOGS

This record series consists of a log of subpoenas in detail served on police officers/sheriff's deputies.

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Law Enforcement

GS2-98

TELECOMMUNICATIONS TERMINAL LOGS

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."

Record copy. 1 year after transmittal.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

TELECOMMUNICATIONS TERMINAL MESSAGES

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."

Record copy. Retain until obsolete, superseded or administrative value is lost.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

Public Health Care Facilities and Providers

PATIENT MEDICAL RECORDS

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 addiction 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.

Record Copy: 7 years after last entry.

Duplicates: Retain until obsolete, superseded or administrative value is lost

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-1

ABSENTEE EXCUSES AND ADMISSION SLIPS

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

RECORD COPY. 30 days after end of grading period provided any grade appeal period expired.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-100

TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP)

This record series consists of reports required for determining the District's need for transportation funding under the Florida Education Finance Program (FEFP), Florida's primary mechanism for funding the operating costs of Florida school districts. The series also includes supporting documentation regarding student eligibility for transportation services including bus, bus driver, and student related information.

RECORD COPY. 4 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-101

TRANSPORTATION (FEFP) SURVEY REPORTS:SUPPORTING DOCUMENTS

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."

RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-105

VETERANS RECORDS: STUDENT

This record series documents each student who is a veteran and may include, but is not limited to, such records as copies of government checks, enrollment certifications, notices of changes in student status, requests for change of program or place of training, applications for program of education or training, progress records, attendance records, certifications, and related documentation.

RECORD COPY. 5 fiscal years after graduation, transfer, or withdrawal provided applicable audits have been released.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-106

CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS

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.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-107

VOCATIONAL PLACEMENT REPORTS

This record series consists of yearly placement reports and those which show percentage of placement of students into a vocational/technical program.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-108

VOLUNTEER/MENTOR PROGRAM RECORDS

This record series documents volunteer programs such as local or district programs or nonprofit civic or private industry programs. This includes federal or state programs such as Green Thumb, Community Service, probation, or VISTA. The series may document volunteer qualifications, types of work available, special event programming, mentor appointments, and related information. For volunteer or mentor personnel records, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #66, "PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT." See also GS1-SL, Item #109, "GRANT FILES: GRANTOR AGENCY" and Item #348, "GRANT FILES: RECIPIENT."

RECORD COPY. 5 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-110

ABUSE/NEGLECT/ABANDONMENT RECORDS

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

RECORD COPY. 3 anniversary years OR 1 anniversary year after case closed, whichever is sooner.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-111

ACCESS LOG: STUDENT EDUCATION RECORDS

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

Record copy. Permanent.

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.

Public Schools

GS7-112

ACCESS LOG: PERSONNEL RECORDS

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

RECORD COPY. Retain as long as personnel file.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/1995 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.

Public Schools

GS7-113

ADMINISTRATION AND AUTHORIZATION OF MEDICINE

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.

RECORD COPY. 7 years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-114

AGREEMENTS: EXPUNGE, DELETE, OR CORRECT STUDENT RECORD

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).

RECORD COPY. Permanent. Media optional.

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.

Public Schools

GS7-115

ARREST INFORMATION: STUDENT

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

RECORD COPY. Destroy no later than 9 months from date of arrest.

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-116

ATHLETIC ELIGIBILITY RECORDS

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

RECORD COPY. 6 months after the season ends.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost

Records created before 07/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-117

BALLOTS: STUDENT ELECTIONS/POLLS

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

RECORD COPY. 90 days after results announced.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-118

BUS DRIVER LICENSE CHECK RECORDS

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

RECORD COPY. 1 fiscal year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-119

CHARTER SCHOOL RECORDS

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

RECORD COPY. 2 anniversary years after denial of application or expiration or termination of charter provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-120

CLINIC LOG

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

RECORD COPY. 7 anniversary years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-121

DIPLOMAS/CERTIFICATES/AWARDS: STUDENT

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.

RECORD COPY. 90 days.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-122

EMERGENCY NOTIFICATION RECORDS

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

RECORD COPY. Retain until end of school year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-123

EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL

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

RECORD COPY. 3 anniversary years after the test results are posted to the student record.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

EXAMINATION RESULTS: STANDARDIZED

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

RECORD COPY. 1 school year after results posted to student record or 3 school years after results released, whichever is sooner.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS

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

RECORD COPY. 5 fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/1993 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-126

FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING

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

RECORD COPY. 3 anniversary years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-127

HALL PASSES

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-128

HEALTH IMMUNIZATION NOTICE OF NONCOMPLIANCE

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

RECORD COPY. Retain until in compliance or end of school year, whichever occurs first.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

INTERNSHIP RECORDS: STUDENT

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

RECORD COPY. 5 fiscal years after completion or termination of internship.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

PROFESSIONAL TREATMENT RECORDS

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.

RECORD COPY. 7 anniversary years

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

RELEASE OF STUDENT INFORMATION: GENERIC

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

RECORD COPY. 4 anniversary years after records released or last effective date of authorization, whichever is later

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-132

RELEASE OF STUDENT INFORMATION: MEDICAL

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

RECORD COPY. 7 anniversary years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-133

SCHOOL CHOICE RECORDS

This record series documents requests by students or parents/guardian's for transfer to a school of their choosing. This series may include applications, review of materials, parent's consent to provide the necessary transportation, letters of approval or denial, and any supporting documentation. For school choice records that are connected to any funding program or source (e.g., Federal Title I), use the applicable item from the General Records Schedule GS1-SL for State and Local Government Agencies (for instance, GRANT FILES, "PROJECT FILES: FEDERAL," etc.).

RECORD COPY. 3 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-134

AWARD AND RECOGNITION SELECTION RECORDS

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

RECORD COPY. 90 days.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-135

SPEAKER CONFIRMATION RECORDS

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.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-136

STATEMENT OF CONTEST

This record series consists of a statement by a student or parent contesting a part of the student's educational record. Pursuant to 34CFR99.21, Family Educational Rights and Privacy, parents or students may challenge the content of the student's education record on the grounds that it is inaccurate, misleading, or in violation of the privacy rights of the student. If the school denies the challenge, it shall allow the parent or student to place a statement in the record commenting on the decision. Retention pursuant to 34CFR99.21(c)(1).

RECORD COPY. Retain as long as the contested information.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-137

STUDENT BROADCAST RECORDINGS

This record series consists of audio and/or video recordings of student television, radio, or Internet broadcasts. These presentations may be shown on an internal campus system, community access station, or other broadcast venue. These records may have archival value.

RECORD COPY. 1 anniversary year after broadcast.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-138

STUDENT NEWSPAPERS

This record series consists of student-produced newspapers and/or newsletters officially recognized by the school. NOTE: Stocks of student publications are considered duplicates under this series. These records may have archival value.

RETENTION:

RECORD COPY. 1 school year after publication.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-139

STUDENT ORGANIZATION RECORDS

This record series documents the activities of registered student organizations. The series may include, but is not limited to, membership rosters, minutes, publications, project-related materials, philanthropy records, teacher-sponsor notes, and other related documentation.

RECORD COPY. 1 school year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-14

PROFESSIONAL ORIENTATION PROGRAM RECORDS

This record series consists of beginning teacher program portfolio contents.

RECORD COPY. 3 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-140

SUBSTITUTE TEACHER ROSTER

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.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-141

TELEVISION STATION USE LOG

This record series documents a school's use of a county-franchised television station for the broadcast of student or district produced works. The series may provide such information as the date and time of each use, a summary of the broadcast, name of the producer or other staff, and the channel number used.

RECORD COPY. 3 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-142

SECURITY SCREENING RECORDS

This record series consists of records documenting security screenings conducted on school district personnel or contractual personnel. Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. Provisions of Florida's Education Code (Section 1012.465, Florida Statutes) require: "(1) Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board. (2) Every 5 years following employment or entry into a contract in a capacity described in subsection (1), each person who is so employed or under contract with the school district must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening."

RECORD COPY. 6 anniversary years after receiving results of screening.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2014 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

APPRENTICESHIP AGREEMENT RECORDS

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

RECORD COPY. 5 anniversary years after completion of or cancellation from program provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

BIOMETRIC IDENTIFICATION RECORDS

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

Record copy. Retain until student is no longer registered in school.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

BUS REGISTRATION AND SEATING RECORDS

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

RECORD COPY. Retain until end of school year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

DROP/ADD REQUEST RECORDS

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

RECORD COPY. Retain until end of grade appeal period for semester or school year to which request applies.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

E-RATE PROGRAM RECORDS

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

RECORD COPY. 5 fiscal years after completion of program or last day of service delivered in the funding year, whichever occurs later.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-148

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) RECORDS

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

RECORDS COPY. 5 fiscal years after completion of or withdrawal/transfer from program provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-149

EXAMINATION MATERIALS/RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS

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

RECORD COPY. 2 anniversary years from the date examination is completed, provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-150

FINANCIAL AID RECORDS

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

RECORD COPY. 5 fiscal years after last enrollment provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-151

FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATIONS

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

RECORD COPY. 1 school year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-152

FOLLOW-UP SURVEYS AND PLACEMENT REPORTS

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-153

FOOD SERVICE RECORDS

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-154

FULL-TIME EQUIVALENCY RECORDS

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-155

HEALTH IMMUNIZATION CERTIFICATION

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

RECORDS COPY. Permanent.

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.

Public Schools

GS7-156

HOME EDUCATION PROGRAM RECORDS

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

RECORD COPY. 4 anniversary years after completion or termination of program.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

HOMEBOUND/HOSPITAL PROGRAM RECORDS

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

RECORD COPY. 3 school years provided applicable audits have been released.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

MEDICAL/HEALTH CARE RECORDS: STUDENT

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

RECORD COPY. 7 anniversary years after last patient/student contact.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-159

PARENT/GUARDIAN CONSENTS FOR PHOTOGRAPHIC/VIDEO/AUDIO RECORDING OF STUDENT

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

RECORD COPY. 3 school years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-160

PARENTAL AUTHORITY RECORDS

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

RECORD COPY. 3 school years after the records are no longer in effect or student no longer registered with the school district, whichever occurs first.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-161

PARKING DECAL/PERMIT RECORDS: STUDENTS

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

RECORD COPY. Retain as long as decal/permit is in effect.

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-162

REGISTRATIONS: ADULT AND CAREER EDUCATION

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

RECORD COPY. 5 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-163

REGISTRATIONS: K-12

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

RECORD COPY. 3 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-164

RELEASE OF STUDENT INFORMATION: DIRECTORY INFORMATION WITHHOLDING REQUEST

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-165

SCHOOL DEMOGRAPHIC REPORTS

This record series consists of demographic reports for public schools including, but not limited to, race, gender, and grade level for each school and a summary total for the county. The reports provide a history of enrollment for the district and the makeup of all schools and measure growth for county funding. This series covers reports maintained by the school/district, not the reports submitted to the Florida Department of Education which are covered by "FULL-TIME EQUIVALENCY RECORDS." These records may have archival value.

RECORDS COPY. Permanent.

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.

Public Schools

GS7-166

SCHOOL IMPROVEMENT PLAN RECORDS

This record series documents reporting activities conducted by each school district as required by Chapter 1008, Florida Statutes, Assessment and Accountability, and Rule 6A-1.09981, Florida Administrative Code, Implementation of Florida's System of School Improvement and Accountability. The student assessment program is intended to provide information needed to improve the public schools by enhancing the learning gains of all students and to inform parents of the educational progress of their public school children. The performance accountability system provides a variety of measures such as yearly progress, individual student learning gains in public schools, school grades, and return on investment. Reports submitted annually to the Florida Department of Education by school districts may include, but are not limited to, needs assessments, climate survey results, test data, staff data, and other information relative to that school and its plans for meeting statewide goals and standards for performance measures

RECORD COPY. 3 fiscal years.

DUPLICATE. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-167

STUDENT ALTERNATE TRANSPORTATION AUTHORIZATION RECORDS

This record series consists of authorizations from parents or guardians allowing students to use alternate transportation to and/or from school on a specific occasion. The authorizations may allow a student to ride a different bus; get off at a different bus stop; be picked up by someone different; or any other one-time change to the student's transportation.

RECORD COPY. 30 days after authorized alternate transportation completed.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-168

TEXTBOOK/INSTRUCTIONAL MATERIAL REQUEST RECORDS: DENIED

This record series documents denied requests to school district officials for new textbooks or other instructional materials. Records may provide such information as title of material requested, description, reason for request, cost, funding source, reason for denial, and signatures of school district officials. Documentation of approved materials should be filed with "TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS."

RECORD COPY. 3 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-169

TRUANCY CASE FILES

This record series consists of case files documenting actions taken by the school board regarding non-enrollment and/or non-attendance of individual students pursuant to Section 1003.26, Florida Statutes, Enforcement of school attendance. This series may include, but is not limited to: documentation of student absences; medical excuses; parent permission slips; truancy complaint affidavits; copies of court arraignment records, court reviews, and truancy petitions; and correspondence. Refer to Section 1003.27, Florida Statutes, Court procedure and penalties; and Section 984.151, Florida Statutes, truancy petition; prosecution; disposition.

RECORD COPY. 5 anniversary years after case closed.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-17

BUS SCHEDULES/REPORTS

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, or at some other interval.

RECORD COPY. 3 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-170

UNREGISTERED STUDENT RECORDS

This record series documents students who began or completed an admissions or screening process but did not register for classes or pay any fees. The series may include, but is not limited to, correspondence, applications, admissions checklists, pre-K screening records, and other related records.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-171

YEARBOOKS

This record series consists of school publications for each academic year providing information about and photographs of students, faculty, programs, activities, and facilities at the school. Retention is based on the historical value of these publications. NOTE: Stocks of yearbooks are considered duplicates under this series. These records may have archival value.

RECORD COPY. Permanent.
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.

Public Schools

GS7-19

CENSUS RECORDS: CARDS

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

RECORD COPY. Permanent. Media optional.
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.

Public Schools

GS7-2

ACCIDENT RECORDS: STUDENTS

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

Record copy. 4 anniversary years after date accident reported.
Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-20

CENSUS RECORDS: REPORTS

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

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-21

CERTIFICATES: AGE

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-23

COURSE OUTLINES

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.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-24

CURRICULUM FILES

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

RECORD COPY. 3 fiscal years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-26

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

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

RECORD COPY. 3 school years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-27

b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

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

RECORD COPY. Retain until end of school year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-28

EXAMINATION MATERIALS: STANDARDIZED

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

RECORD COPY. 90 days after the test results are posted to the student record.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 10/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-29

EXAMINATION REPORTS: STANDARDIZED

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

RECORD COPY. 5 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-31

EXPULSION RECORDS

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

RECORD COPY. 5 fiscal years after final disposition.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-32

FACILITIES USAGE RECORDS

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

RECORD COPY. 5 fiscal years after agreement.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-33

PUBLIC SCHOOLS STAFF SURVEY FILES

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

RECORD COPY. 3 fiscal years provided applicable audits are released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-34

FEDERAL CASH ADVANCE RECONCILIATION RECORDS

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

RECORD COPY. 3 fiscal years after completion or reconciliation provided applicable audits are released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-35

FEDERAL COMPENSATORY EDUCATION RECORDS

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.

RECORD COPY. 3 fiscal years provided audits have been released and resolved..

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-36

FEDERAL IMPACT AID RECORDS

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

RECORD COPY. 5 fiscal years provided applicable audits are released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-37

FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS

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

RECORD COPY. Retain until end of school year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-39

FINANCIAL REPORTS: CATEGORICAL (NON-FTE)

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

RECORD COPY. 4 fiscal years provided applicable audits have been released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-41

FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-42

FOLLOW-UP SURVEYS

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

RECORD COPY. 3 years after completion.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-43

FOOD SERVICE RECORDS: ANALYSIS REIMBURSEMENT/CLAIM REPORTS

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.

RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-44

FOOD SERVICE RECORDS: COMMODITY ISSUE SLIPS

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.

RECORD COPY. 3 years after close of the federal fiscal year provided applicable audits are released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-45

FOOD SERVICE RECORDS: END-OF-MONTH REPORTS

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.

RECORD COPY. 3 fiscal years after submission of the final Claim for Reimbursement for that year, provided applicable audits have been released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-47

FOOD SERVICE RECORDS: INVENTORY

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

RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-48

FOOD SERVICE RECORDS: PRODUCTION

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.

RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-49

FOOD SERVICE RECORDS: RECEIPT REPORTS

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.

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-5

ACCREDITATION RECORDS

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

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

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-51

FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS

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."

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-52

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)

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."

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-53

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)

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."

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-54

FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS

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)."

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-56

GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-57

GRADE RECORDS: FINAL GRADES

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

RECORD COPY. Retain until posted to permanent record.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-58

GRADE RECORDS: INTERIM GRADES

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

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-59

GRADE RECORDS: TEACHER GRADE BOOKS

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

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-62

HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS

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

RECORD COPY. 3 anniversary years provided applicable audits have been released.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-63

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

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

RECORD COPY. 3 anniversary years after final report.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-65

IN-SERVICE EDUCATION RECORDS

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

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

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-66

INSPECTION RECORDS: FACILITIES/BUILDING

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.

RECORD COPY. 5 fiscal years after re-inspection.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-67

LESSON PLAN RECORDS

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

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

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

Public Schools

GS7-68

MAPS: SCHOOL BOUNDARY

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

RECORD COPY. 3 school years after updated.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-7

APPLICATIONS: FREE AND REDUCED PRICE MEALS

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.

RECORD COPY. 3 fiscal years provided applicable audits were released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-70

MILLAGE AND BOND ELECTION RECORDS

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

RECORD COPY. Permanent.

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.

Public Schools

GS7-73

SECURITY REPORTS

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.

RECORD COPY. 5 fiscal years after final disposition.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-74

PROGRAM COST REPORTS

This record series consists of direct and indirect expenditures by program and cost center.

RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-8

ARCHITECTURAL PLANS/SPECIFICATIONS: EDUCATIONAL/SCHEMATIC

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.

RECORD COPY. Retain until completion and acceptance.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-82

REGISTRATIONS: STUDENT

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.

RECORD COPY. 3 fiscal years provided applicable audits have been released and resolved.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-86

SKILL MASTERY RECORDS

This record series documents competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the Scholastic Aptitude Test (SAT), Armed Services Vocational Aptitude Battery (ASVAB), and the General Educational Development Diploma (GED). These records include the answer sheets, test booklets, scoring criteria and test result notification. These records are not posted to the student record and serve only as a guide for improvement before the official test is given.

RECORD COPY. 30 days after notification of test results.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-87

STATE STUDENT ASSESSMENT RECORDS: DISTRICT/SCHOOL

This record series consists of the results of the State Student Assessment Tests at the district/school level.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-88

STATE STUDENT ASSESSMENT RECORDS: STUDENT

This record series consists of the results of the State Student Assessment Tests.

RECORD COPY. Retain until test scores posted to "Category B, Cumulative Folder".

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-89

STUDENT CLASS WORK RECORDS

This record series consists of non-standardized tests, term papers, reports, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the teacher or other staff member.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-9

ATTENDANCE RECORDS: STUDENT

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

RECORD COPY. 3 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-90

STUDENT EDUCATION RECORDS: CATEGORY "A"

This record series consists of permanent student records as defined in Department of Education Rule 6A-1.0955, Florida Administrative Code, Education Records. Rule 6A-1.0955 specifies that Category A records include personally identifiable information, the name of the last school attended, attendance history, grades and classes, date of graduation or completion, and the social security number of adult students. Student education records of public pre-K-12 schools, adult, and career and technical educational institutions are included in this series. This series may also include Category A records of defunct non-public schools (charter schools, private schools, etc.) that transfer these records to the local school board upon closing as provided under Section 1002.42(3)(b), Florida Statutes, Private schools—Retention of Records, as well as duplicates of records received from other school districts for transferring students. See also "ATTENDANCE RECORDS: STUDENT," "REGISTRATIONS: K-12," "REGISTRATIONS: ADULT AND CAREER EDUCATION," and/or "STUDENT EDUCATION RECORDS: CATEGORY B."

RECORD COPY. Permanent.

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.

Public Schools

GS7-91

STUDENT EDUCATION RECORDS: CATEGORY "B"

This record series consists of temporary student records as defined in Department of Education Rule 6A-1.0955, Florida Administrative Code, Education Records. Rule 6A-1.0955 defines Category B records as "verified information of educational importance which is subject to periodic review and elimination when the information is no longer useful." The rule specifies that Category B records may include, but are not limited to: health information; family background data; standardized test scores; academic improvement plans; progress monitoring plans; educational and career plans; honors and activities; work experience reports; teacher comments; correspondence from community agencies or private professionals; driver education certificates; a list of schools attended; screening/background information or drug testing results for students registering for career and technical educational institutions; and written agreements of corrections, deletions, or expunctions from the student record. This series includes student education records of public pre-K-12 schools, adult, and career and technical educational institutions, as well as copies of records received from other school districts for transferring students. For Category B records documenting testing for or enrollment in an Exceptional Student Education program, use "EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS."

RECORD COPY. 5 school years provided any applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/1995 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.

Public Schools

GS7-92

STUDENT LISTS

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.

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-93

STUDENT SCHEDULE RECORDS: FINAL SCHEDULE

This record series consists of documentation of the final class schedules as required for FTE audits. See also "FULL-TIME EQUIVALENCY RECORDS"

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Public Schools

GS7-94

STUDENT SCHEDULE RECORDS: PRELIMINARY SCHEDULE

This record series consists of documentation of preliminary class schedules as required for FTE audits. See also "FULL-TIME EQUIVALENCY RECORDS"

RECORD COPY. Retain until obsolete, superseded or administrative value is lost.
DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

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

Public Schools

GS7-96

TAX SHELTER ANNUITIES *

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.

RECORD COPY. Permanent.
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.

Public Schools

GS7-98

TEXTBOOK INVENTORY RECORDS

This record series documents the number and condition of textbooks and may include, but is not limited to, authorized student book lists, damaged and lost lists, inventory lists, and reports produced by the school principal in conducting his/her responsibilities for managing and accounting for textbooks under Section 1006.28(3), Florida Statutes, Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials—School Principal

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

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS

This record series documents the school district's formal study and adoption of textbooks and other instructional materials. The series may include, but is not limited to, selection procedures and criteria; copies of textbooks or other instructional materials under review; committee meeting records, including copies of committee minutes and/or audio/video recordings; lists of committee members; correspondence; and other related documentation.

RECORD COPY. Retain as long as textbook/instructional material remains formally adopted.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

ACTIVITY REPORTS: DAILY

This record series consists of a record of daily activities.

RECORD COPY. 1 calendar year.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

CONSOLIDATED REPORTS: DAILY

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

RECORD COPY. 1 year after report.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-16

DRIVER ENGINEER INFORMATION CARDS (CURRENT)

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

RECORD COPY. Retain until termination of employment.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-18

EMERGENCY FIRE AND DISPATCH RECORDS

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).

RECORD COPY. 30 days unless warranted to be kept longer.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-27

INSPECTION AND MAINTENANCE RECORDS: APPARATUS AND EQUIPMENT

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.

RECORD COPY. 4 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-3

FALSE ALARM REPORTS

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.

RECORD COPY. 4 years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2016 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-32

APPLICATIONS/ PERMITS: FIRE CODE

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.

RECORD COPY. 3 fiscal years provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-33

RADIO LOGS

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.

RECORD COPY. 1 fiscal year

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-4

ARSON INVESTIGATIONS: CAPITAL/ LIFE FELONY

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.

RECORD COPY. 100 years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/1920 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-42

STATE FIRE MARSHAL REPORTS: MONTHLY

This record series consists of monthly reports containing total fires, total fire alarms, and the estimated fire losses for the month.

RECORD COPY. 30 days.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 11/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-46

TRAINING RECORDS: STUDENT EVALUATIONS

This record series consists of a composite rating by instructors of a trainee's performance.

RECORD COPY. 1 year after appointment to permanent position.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-5

ARSON INVESTIGATIONS: NON-CAPITAL/ LIFE FELONY

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.

RECORD COPY. 10 years.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2010 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.

Fire Departments

GS8-56

CITATIONS: FIRE SAFETY INSPECTIONS (NO LIENS)

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)

Record Copy. 3 fiscal years after final action provided applicable audits have been released.

Duplicates. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2017 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-7

APPLICATIONS/PERMITS: FLAMMABLE LIQUIDS STORAGE

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.

RECORD COPY. Retain until removal of tank.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2020 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

Fire Departments

GS8-9

ATHLETIC EXAMINATION GRADING SHEETS

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

RECORD COPY. 1 year after test.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 01/01/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

School Board of Miami-Dade County

GS98-03

DATA COLLECTION ACTIVITIES FOLDERS

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.

RECORD COPY. Retain for one fiscal year after expiration date.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

School Board of Miami-Dade County

GS99-01

ADMINISTRATION OF MEDICATION

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.

RECORD COPY. 7 anniversary years

DUPLICATES. Retain until obsolete, superseded, or administrative value is lost.

Records created before 01/01/2013 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

School Board of Miami-Dade County

GS99-08

STUDENT TRANSPORTATION AUTHORIZATION

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.

RECORD COPY: Until end of school year.

DUPLICATES: Retain until obsolete, superseded, or administrative values is lost.

Records created before 06/30/2019 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

School Board of Miami-Dade County

GS99-09

SUBSTANCE ABUSE TEST RESULTS

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.

RECORD COPY: Two calendar years.

DUPLICATES: Retain until obsolete, superseded, or administrative value is lost.

Records created before 01/01/2018 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

School Board of Miami-Dade County

GS99-12

VOCATIONAL EDUCATION_ATTENDANCE ROLL BOOKS

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.

RECORD COPY: Permanent

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.

School Board of Miami-Dade County

GS99-14

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

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 invitaions, 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.

RECORD COPY (MASTER) -- Five (5) fiscal yeas after FEMA closes out project, provided all applicable audits have been released

DUPLICATES -- Retain until obsolete, superceded, or administrative value is lost.

Records created before 06/30/2015 are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.
