



RECORD RETENTION SCHEDULES
(Alphabetical Order)

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UNIVERSITY OF FLORIDA RECORD RETENTION SCHEDULES

DISCLAIMER

This document is accurate as of its last update. Please refer to GS2 for police department records, GS7 for records from P.K. Yonge, and GS15 for library records if you cannot find a retention schedule already listed in this document. The unabridged schedules are located on the [State of Florida's website](#).

Backups: Electronic or Digital Records

There is no retention schedule for backup tapes, disks, drives, servers or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely for disaster recovery/business continuity but *not intended to serve as the record copy or as a records retention tool*. In the case of disaster, the backup would be used to recover system operability and/or restore lost records; otherwise, agency records that have not met their retention should *not* be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency's systems from the backup to ensure that the backup is not used as a records retention tool. ([Schedule GS1-SL, page 5](#))

Electronic Communications

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voiceover- internet protocol, or other format), or any other current or future electronic messaging technology or device. Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series. ([Schedule GS1-SL, page 13](#))

UNIVERSITY OF FLORIDA RECORD RETENTION SCHEDULES

Electronic Records

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in or can reasonably anticipate, litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files. ([Schedule GSI-SL, page viii](#))

For more information on maintaining electronic records, please see [“Electronic Recordkeeping”](#) (F.A.C. 1B-26.003).

Calculating Eligibility Dates

Example: If the ending date for a specific series is 7/31/2007, when are those records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	7/31/2010
3 fiscal years	6/30/2008	+3	6/30/2011
3 calendar years	12/31/2007	+3	12/31/2010

Cubic Foot Measurements (Records Volume)

Letter-size file drawer: 1.5 cubic feet

Standard file box: 1 cubic foot

Cubic foot calculation: (Length” x Width” x Height”) ÷ 1,728 = cubic feet

Academic Promotion / Tenure Records

Schedule Identifier: GS5

Schedule Item Number: #80

Retention: 5 anniversary years.

This record series consists of the promotion portfolio or other documentation required for the review of applications for promotion and/or tenure. For each application, the series may include, but is not limited to, copies of applicable promotion criteria and standards; current curriculum vitae; employee's annual assignments; ratings received on annual evaluations; documentation supporting the employee's performance relative to promotion criteria and standards; employee's promotion appraisal(s); and other related documentation. A record of the approval, denial, or withdrawal of the application should be included in the official employee's personnel file; the institution determines what documentation serves as this record.

Access Control Records

Schedule Identifier: GS1-SL

Item Number: #189

Retention: 1 anniversary year after superseded or access rights terminated.

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

Accreditation Records

Schedule Identifier: GS5

Item Number: #96

Retention: 5 fiscal years. Offer to University of Florida Archives for review.

This record series consists of accreditation report and final self-study documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. See also "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS."

Accreditation Records: Healthcare Facilities

Schedule Identifier: GS4

Item Number: #1

Retention: 5 years after next accreditation report is issued

This record series consists of documentation used to demonstrate compliance with professional standards established for healthcare facilities. The series may include, but is not limited to, survey results, inspection reports, notices of corrections, correction reports, public notices, public hearing transcripts, and any additional supporting documentation.

Accreditation Records: Southern Association College / School

Schedule Identifier: GS5

Item Number: #2

Retention: 10 anniversary years after final action

This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation. See also "ACCREDITATION RECORDS" and "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS."

Accreditation Records: Supporting Documents

Schedule Identifier: GS5

Item Number: #39

Retention: 1 anniversary year after accredited

This record series consists of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school including supporting documentation. See also "ACCREDITATION RECORDS."

Administrative Convenience Records

Schedule Identifier: GS1-SL

Item Number: #2

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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

Administrative Support Records

Schedule Identifier: GS1-SL

Item Number: #3

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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; use Purchasing Records for records relating to purchase of office supplies; etc.

Administrator Records: Agency Director / Program Manager

Schedule Identifier: GS1-SL

Item Number: #122

Retention: 10 anniversary years. Offer to University of Florida Archives for review.

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.***

Admission Records: Denied / Unregistered Students

Schedule Identifier: GS5

Item Number: #97

Retention: 5 anniversary years after application submitted

This record series documents students who applied for admission but were denied admission or did not register. Records may include, but are not limited to, correspondence, applications, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who had previously been denied admission. See also "ADMISSION RECORDS: REGISTERED STUDENT."

Admission Records: Registered Students

Schedule Identifier: GS5

Item Number: #41

Retention: 5 anniversary years after attendance

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, re-admission forms of students who have registered for classes. See also "ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS."

Admission Reports: Statistical

Schedule Identifier: GS4

Item Number: #2

Retention: 3 fiscal years

This record consists of statistical information for patients who were admitted to health care facilities. The series may include, but is not limited to, the number of patients admitted or discharged from the facility or a specific ward, the number of trauma patients, average length of stay, daily number of deaths and post-operative deaths, bed occupancy rate, and patient demographics.

Affirmative Action Records

Schedule Identifier: GS1-SL

Item Number: #82

Retention: 2 anniversary years provided litigation has been resolved

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 "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

Animal Control Records

Schedule Identifier: GS1-SL

Item Number: #234

Retention: 4 anniversary years

This record series consists of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases that have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, Florida Statutes (Epidemiological research; report of diseases of public health significance to department), Section 823.15, Florida Statutes (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, Florida Statutes (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, Florida Administrative Code (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, Florida Administrative Code, Animal Control Shelter Permits, Records.

Annual Reports: Departmental

Schedule Identifier: GS5

Item Number: #43

Retention: 3 fiscal years

This record series consists of summaries of departmental, university or division activities by year. These reports may be used in compiling the official college/university annual report. For retention of the official annual report of the college/university, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #245, Annual Reports, Governing Body.

Annual Reports: Federally Funded Programs

Schedule Identifier: GS5

Item Number: #44

Retention: 3 anniversary years

This record series consists of integrated Postsecondary Education Data System (IPEDS) reports: Office of Civil Rights (OCR) reports; and Equal Employment Commission (EEOC) reports, specifically the EEO-6 report. Higher Education Staff Information. Retention pursuant to 29 CFR 1602.50, Requirement for filing and preserving copy of report.

Annual Reports: Governing Body

Schedule Identifier: GS1-SL

Item Number: #245

Retention: Permanent. Offer to University of Florida Archives for review

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

Architectural / Building Plans: Preliminary Drawings

Schedule Identifier: GS1-SL

Item Number: #204

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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."

Attendance and Leave Records

Schedule Identifier: GS1-SL

Item Number: #116

Retention: 3 fiscal years

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.

Attendance Records: Community Service

Schedule Identifier: GS1-SL

Item Number: #249

Retention: 1 calendar year after date of service

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

Audit Trails: Critical Information Systems

Schedule Identifier: GS1-SL

Item Number: #393

Retention: Retain each audit trail entry as long as the record to which the entry relates

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

Audit Trails: Routine Administrative Information Systems

Schedule Identifier: GS1-SL

Item Number: #394

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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

Audits: Independent

Schedule Identifier: GS1-SL

Item Number: #56

Retention: 10 fiscal years after audit report release date

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."

Audits: Internal

Schedule Identifier: GS1-SL

Item Number: #73

Retention: 5 fiscal years after audit report release date

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."

Audits: State / Federal

Schedule Identifier: GS1-SL

Item Number: #83

Retention: 10 fiscal years after audit report release date. Offer to University of Florida Archives for review.

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.*

Audits: Supporting Documents

Schedule Identifier: GS1-SL

Item Number: #57

Retention: 5 fiscal years after audit report release date

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

Automated Accounting System Reports

Schedule Identifier: GS1-SL

Item Number: #50

Retention: 3 fiscal years

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."

Backflow and Cross Connection Control Program Records

Schedule Identifier: GS1-SL

Item Number: #416

Retention: 10 anniversary years

This record series documents the testing of residential and commercial backflow assemblies. The Backflow and Cross Connection Control Program (established pursuant to Rule 62-555.360, Florida Administrative Code, Cross-Connection Control for Public Water Systems) prevents the backflow of contaminants into the potable water supply. The series includes, but is not limited to, backflow prevention device inspection forms, backflow assembly test/certification forms, reclaimed water surveys and cross connection control inspection forms. Information regarding the number of inspections completed is generated from these forms and submitted as an annual report to the Florida Department of Health. Retention is pursuant to Rule 62-550.720(3), Florida Administrative Code, Recordkeeping.

Ballots

Schedule Identifier: GS1-SL

Item Number: #397

Retention: 30 days after vote count or cancellation of election.

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

Bargaining Records

Schedule Identifier: GS1-SL

Item Number: #87

Retention: 5 fiscal years after expiration or cancellation of contract

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

Bid Records: Capital Improvement Successful Bids

Schedule Identifier: GS1-SL

Item Number: #70

Retention: Retain as long as related Contracts/Leases/Agreements: Capital Improvement/Real Property file

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."

Bid Records: Capital Improvement Unsuccessful Bids

Schedule Identifier: GS1-SL

Item Number: #71

Retention: 5 fiscal years after awarded or bid project cancelled

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."

Bid Records: Non-Capital Improvement

Schedule Identifier: GS1-SL

Item Number: #72

Retention: 5 fiscal years after awarded or bid project cancelled

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."

Biomedical Waste Records

Schedule Identifier: GS4

Item Number: #96

Retention: 3 anniversary years

This record series documents the shipment and disposal of biomedical waste. The series may include, but is not limited to, biomedical waste tracking forms, mail and return receipts, transporter information, and shipment logs.

Birth Reports

Schedule Identifier: GS4

Item Number: #102

Retention: 1 anniversary year after birth certificate is issued

This record series consists of birth reports submitted to the county health department. The reports contain necessary information to complete the birth certificate including the baby's name, weight, height, time, date, and location of birth and information on the baby's parents.

Blood Bank Records: No Product Expiration Date

Schedule Identifier: GS4

Item Number: #135

Retention: Permanent

This record series documents the donation, processing and distribution of blood and blood products that have no product expiration date. The series may include, but is not limited to, dates of donations; patient typing records; documentation of reactions; blood

product storage, distribution and inspection records; records of errors and accidents; final disposition reports; quality control records; and compatibility testing records. Retention is pursuant to 21 CFR 606.160, Records. See also BLOOD BANK RECORDS: PRODUCT EXPIRATION DATE.

Blood Bank Records: Product Expiration Date

Schedule Identifier: GS4

Item Number: #136

Retention: 10 anniversary years after the records of processing are completed or 6 months after the latest expiration date for the individual product, whichever is later

This record series documents the donation, processing and distribution of blood and blood products. The series may include, but is not limited to, dates of donations; patient typing records; documentation of reactions; blood product storage, distribution and inspection records; records of errors and accidents; final disposition reports; quality control records; and compatibility testing records. Retention is pursuant to 21 CFR 606.160, Records. See also BLOOD BANK RECORDS: NO PRODUCT EXPIRATION DATE.

Bonus / Award Records: Employees

Schedule Identifier: GS1-SL

Item Number: #333

Retention: 5 fiscal years

This record series documents bonuses or other awards given to employees based on performance or other criteria. The series may include, but is not limited to, nominations, evaluations and selection records for peer review bonuses or other awards.

Budget Records: Approved Annual Budget

Schedule Identifier: GS1-SL

Item Number: #58

Retention: Permanent.

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.*

Budget Records: Supporting Documents

Schedule Identifier: GS1-SL

Item Number: #88

Retention: 3 fiscal years from the budget year the records pertain to

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."

Calendars

Schedule Identifier: GS1-SL

Item Number: #89

Retention: 1 anniversary year

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."

Cancer Registry Reports

Schedule Identifier: GS4

Item Number: #10

Retention: 75 calendar years after last entry

This record series consists of cancer registry reports required by the Department of Health and Rehabilitative Services (HRS) in 1972 and discontinued in 1977. These reports are no longer accumulated. The reports document such information as type of cancer, growth and location, treatments prescribed, and their effectiveness, and age, gender, and race of the patient.

Certificate of Occupancy: Commercial

Schedule Identifier: GS1-SL

Item Number: #255

Retention: 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.

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of 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."

Certificate of Occupancy: Residential

Schedule Identifier: GS1-SL

Item Number: #256

Retention: 10 anniversary years after issuance of certificate of occupancy

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

Charters / Amendments / Bylaws / Constitutions

Schedule Identifier: GS1-SL

Item Number: #207

Retention: Permanent. Offer to University of Florida Archives for review.

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.***

Child Care Records

Schedule Identifier: GS1-SL

Item Number: #257

Retention: 5 calendar years after termination of enrollment

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.

Citizen Support Organization / Direct Support Organization Report Files

Schedule Identifier: GS1-SL

Item Number: #418

Retention: 5 fiscal years from date of report

This record series consists of reports submitted by citizen support organizations and direct support organizations pursuant to Section 20.058, Florida Statutes, Citizen support and direct-support organizations. The series documents such information as the organization's name, mailing address, telephone number and website address; the statutory authority or executive order pursuant to which the organization was created; a brief description of the organization's mission and results of its efforts; a brief description of the future plans of the organization; a copy of the organization's code of ethics; and copy of the organization's most recent federal Internal Revenue Service Return of Organization Exempt from Income Tax form.

Class Rolls

Schedule Identifier: GS5

Item Number: #6

Retention: 3 fiscal years

This record series consists of rosters of all students enrolled in each class during a particular grading period.

Class, Course, Room, and Faculty Schedules

Schedule Identifier: GS5

Item Number: #48

Retention: Retain until end of semester

This record series documents class meeting times and days for each course, room assignments, and teaching schedules, including office hours.

Client Case Files: Human / Social Services

Schedule Identifier: GS1-SL

Item Number: #275

Retention: 5 fiscal years

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.

Client Case Files: Veteran Services

Schedule Identifier: GS1-SL

Item Number: #310

Retention: 5 fiscal years after case closed

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

Clinical Study Records

Schedule Identifier: GS4

Item Number: #137

Retention: 10 anniversary years after completion of study

This record series consists of records of clinical studies to develop new and better methods to diagnose, treat and prevent disease by recruiting volunteers for trials using new medicines or treatments. Clinical studies answer specific questions regarding vaccines, new therapies or new ways of using current treatments. The series may include, but is not limited to, reports; narrative descriptions; informed consents and authorizations; physical examination records; laboratory results; diagnostic test reports; progress notes; medication records; physician order forms; and participant's confidential medical information including medical history, physical examination and tests results. This includes clinical studies using grant and federal funds. See also General Records Schedule GS1-SL for State and Local Governmental Agencies, item #422 "GRANT FILES" and item #137, "PROJECT FILES: FEDERAL."

Committee / Board Appointment Records

Schedule Identifier: GS1-SL

Item Number: #334

Retention: 3 fiscal years after term of office ends, appointee resigns, or committee/board is abolished, whichever is applicable

This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, or other such groups. 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."

Committee / Board Appointment Records: Non-Selected Applicants

Schedule Identifier: GS1-SL

Item Number: #379

Retention: 4 anniversary years after appointment and any litigation is resolved

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

Commodity Supplemental Food Program Records

Schedule Identifier: GS1-SL

Item Number: #258

Retention: 5 fiscal years

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

Communications Audio Recordings

Schedule Identifier: GS1-SL

Item Number: #335

Retention: 30 days

This record series consists of audio recordings of radio and telephone communications and complaint calls. The recordings may be made for a variety of purposes including, but not limited to, backup of activity reports, tracking and addressing complaints, quality assurance reviews of customer service calls, or employee training. Since these recordings may play an integral part in disciplinary actions or other agency actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained as long as necessary for these purposes. See also "911 COMMUNICATIONS RECORDS" and "911 RECORDS: LOGS."

Complaints: Citizens / Consumers / Employees

Schedule Identifier: GS1-SL

Item Number: #94

Retention: 1 anniversary year after resolved or closed

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."

Complaint Records: Mammography Facility

Schedule Identifier: GS4

Item Number: #91

Retention: 7 anniversary years after resolution

This record series consists of complaints filed by employee or patient against a mammography provider. The series may include, 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.

Comprehensive Master Plans: Adopted

Schedule Identifier: GS1-SL

Item Number: #166

Retention: Permanent. Offer to University of Florida Archives for review

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

These records may have archival value.

Comprehensive Master Plans: Adopted (Supporting Documents)

Schedule Identifier: GS1-SL

Item Number: #174

Retention: 5 anniversary years after adopted. Offer to University of Florida Archives for review.

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.***

Computer Logs

Schedule Identifier: GS1-SL

Item Number: #391

Retention: 30 days or until review of logs is complete, whichever occurs first

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.

Contracts / Leases / Agreements: Capital Improvement

Schedule Identifier: GS1-SL

Item Number: #64

Retention: 10 fiscal years after completion or termination of contract/lease/agreement

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."

Contracts / Leases / Agreements: Non-Capital Improvement

Schedule Identifier: GS1-SL

Item Number: #65

Retention: 5 fiscal years after completion or termination of contract/lease/agreement

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."

Copyright Release / Authorization Documentation

Schedule Identifier: GS1-SL

Item Number: #337

Retention: Permanent

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

Correspondence and Memoranda: Administrative

Schedule Identifier: GS1-SL

Item Number: #17

Retention: 3 fiscal years. Offer to University of Florida Archives for review.

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.***

Correspondence and Memoranda: Program and Policy Development

Schedule Identifier: GS1-SL

Item Number: #338

Retention: 5 fiscal years. Offer to University of Florida Archives for review.

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.

Course and Program Records: Descriptions and Requirements

Schedule Identifier: GS5

Item Number: #50

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

This record series documents degree program areas and courses offered in each program area. The series may include, but is not limited to, course descriptions, program requirements and other documentation related to each course and program.

Course and Program Records: Professor / Department Files

Schedule Identifier: GS5

Item Number: #34

Retention: 2 anniversary years after the end of the semester

This record series consists of course and program documentation maintained by individual professors, instructors, or program departments. The series may include, but is not limited to, schedules, course outlines, syllabi, policies, plans, instructional materials, evaluation tools, development materials, and other documentation related to each course and program.

Deferred Compensation Summary Reports

Schedule Identifier: GS1-SL

Item Number: #339

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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

Directives / Policies / Procedures

Schedule Identifier: GS1-SL

Item Number: #186

Retention: 2 anniversary years after superseded or becoming obsolete. Offer to University of Florida Archives for review.

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.***

Directives / Policies / Procedures: Healthcare

Schedule Identifier: GS4

Item Number: #120

Retention: 7 anniversary years after superseded or obsolete. Offer to HSC Archives for review.

This record series consist of directives, policies and procedures outlining the methods for accomplishing the functions and activities of healthcare facilities. These records demonstrate the operational atmosphere and give guidance to medical staff on the care and treatment of a patients. Retention is pursuant to Section 95.11, Florida Statutes, Limitations other than for the recovery of real property. ***This series may have archival value.***

Directives / Policies / Procedures: President / Provost

Schedule Identifier: GS5

Item Number: #51

Retention: 10 anniversary years after obsolete or superseded. Offer to University of Florida Archives for review.

This record series consists of the official management statements of policy from the president's or provost's office for the university and the operating procedures which outline the methods for accomplishing the functions and activities assigned to each department. It includes all memoranda and correspondence generated relating to the policies and procedures which are to be followed by employees. ***These records may have archival value.***

Disaster Preparedness Drill Records

Schedule Identifier: GS1-SL

Item Number: #259

Retention: 2 calendar years provided reviews have been conducted.

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."

Disaster Preparedness Plans

Schedule Identifier: GS1-SL

Item Number: #210

Retention: 5 fiscal years after superseded or becoming obsolete. Offer to University of Florida Archives for review.

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Section 252.365, Florida Statutes, Emergency coordination officers; disaster-preparedness plans, 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, 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 DRILL RECORDS," "DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS." These records may have archival value.

Disaster Relief Records

Schedule Identifier: GS1-SL

Item Number: #321

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

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services 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, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.

Disciplinary Case Files

Schedule Identifier: GS1-SL

Item Number: #98

Retention: 5 anniversary years after final action.

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."

Discipline Records: Student (Major Offense)

Schedule Identifier: GS5

Item Number: #53

Retention: 5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record.

This record series documents the conduct and results of investigations into major offenses as defined by the university or college, including but not limited to offenses resulting in expulsion. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, expulsion notices, and final action records. Final actions should be posted to the STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE. See also "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."

Discipline Records: Student (Minor Offense)

Schedule Identifier: GS5

Item Number: #54

Retention: 3 anniversary years after final action.

This record series documents the conduct and results of investigations into minor offenses as defined by the university or college, including but not limited to offenses resulting in suspension. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, suspension notices, and final action records. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."

Discipline Records: Student (No Violation Found)

Schedule Identifier: GS5

Item Number: #98

Retention: 60 days after dismissal of case.

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents regarding a student found not to have committed an offense. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)," and "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)."

Disposal Records: Radioactive Waste

Schedule Identifier: GS4

Item Number: #89

Retention: 1 anniversary year after termination or expiration of license

This record series documents the disposal of radioactive waste and waste by-products. The series may include, but is not limited to, the date and method of disposal, the name and address of the waste hauler, the amount disposed of, and the name of the staff handling the disposal or transfer process. Records created pursuant to Rule 64E-5.340, Florida Administrative Code, Records of Waste Disposal or Transfer.

Disposal Records: Non-Sealed Source Radioactive Material

Schedule Identifier: GS4

Item Number: #113

Retention: 3 anniversary years

This record series documents the disposal of non-sealed source radioactive material with a physical half-life of less than 120 days. The series may include, but is not limited to, the date of disposal, the date the material was placed in storage, the radionuclides disposed the model and serial number of the survey instrument used, the background dose rate, the container's surface radiation dose rate, and the name of the individual performing the disposal. Retention is pursuant to Rule 64E-5.331, Florida Administrative Code, Disposal of Specific Wastes.

Donation Records

Schedule Identifier: GS1-SL

Item Number: #342

Retention: Permanent.

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."

Drafts and Working Papers

Schedule Identifier: GS1-SL

Item Number: #242

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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.**

Drop / Add Request Records

Schedule Identifier: GS5

Item Number: #40

Retention: 1 semester after posted

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. This is not to be confused with withdrawal records. See also "WITHDRAWAL RECORDS."

Drug Test Case Files

Schedule Identifier: GS1-SL

Item Number: #260

Retention: 5 anniversary years after final action

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.

Drug Test Equipment Records

Schedule Identifier: GS1-SL

Item Number: #261

Retention: 5 anniversary years

This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. 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 and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."

Drug Test Program Administration Records

Schedule Identifier: GS1-SL

Item Number: #262

Retention: 5 anniversary years

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 Driver's 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: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."

Educational and Employment Equity Reporting Records

Schedule Identifier: GS5

Item Number: #99

Retention: 4 anniversary years provided compliance achieved and maintained for at least 3 consecutive years prior to disposition.

This record series documents efforts to comply with the requirements of the Florida Educational Equity Act (Section 1000.05, Florida Statutes, Discrimination against students and employees...) and the Florida College System Institution Employment Equity Accountability Program (Section 1012.86, Florida Statutes). The series may include, but is not limited to, implementation plans, corrective action plans, progress reports, employment data, enrollment data, and other related documentation. Retention is based on Section 1012.86(1), Florida Statutes, and Statute of Limitations, Section 95.11(3), Florida Statutes.

Educational Plant Survey Reports

Schedule Identifier: GS5

Item Number: #20

Retention: 5 fiscal years after superseded by new report.

This record series consists of reports of educational space and facilities as required every five years by Section 1013.31, Florida Statutes, Educational plant survey; localized need assessment; PECO project funding. The surveys, as defined in Section 1013.01(8), Florida Statutes, report such information as how facilities are used, square footage allotted to each educational program, and assessments and recommendations for capital improvements, custodial services, sanitation facilities, safety, Americans with Disabilities Act modifications, and building envelope replacements.

Electronic Funds Transfer Records

Schedule Identifier: GS1-SL

Item Number: #264

Retention: 5 fiscal years after termination of service agreement/authorization

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.

Electronic Records Software and Documentation

Schedule Identifier: GS1-SL

Item Number: #231

Retention: Retain as long as software-dependent records are retained

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.

Emergency Management Plan Review Records

Schedule Identifier: GS1-SL

Item Number: #419

Retention: 5 fiscal years

This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities, outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), Florida Statutes, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."

Employee Assistance Program Records

Schedule Identifier: GS1-SL

Item Number: #269

Retention: 2 anniversary years after final action

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.

Employee Conduct Counseling Records

Schedule Identifier: GS1-SL

Item Number: #206

Retention: 1 anniversary year after final action

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that 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."

Employee Fee Waiver Records

Schedule Identifier: GS5

Item Number: #55

Retention: 5 fiscal years

This record series consists of waiver forms on tuition given to university/college employees.

Employment Application and Selection Records

**This includes search committees*

Schedule Identifier: GS1-SL

Item Number: #24

Retention: 4 anniversary years after personnel action provided any litigation is resolved

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."

Employment Applications: Unsolicited

Schedule Identifier: GS1-SL

Item Number: #400

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

This record series consists of employment application records submitted by individuals not responding to a particular job announcement or vacancy. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.

Employment Eligibility Verification Forms

Schedule Identifier: GS1-SL

Item Number: #420

Retention: 3 anniversary years after the date of the hire OR one anniversary year after the date the individual's employment is terminated, whichever is later

This record series consists of Employment Eligibility Verification Forms (I-9) that contain information used by employers to "verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States" (USCIS Form I-9). Retention is pursuant to 8 USC 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.

Encumbrance / Certification Forward Records

Schedule Identifier: GS1-SL

Item Number: #20

Retention: 3 fiscal years

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.

Endowments / Bequests / Trust Fund Records

Schedule Identifier: GS1-SL

Item Number: #211

Retention: Permanent

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also "DONATION RECORDS."

Energy Consumption and Cost Reporting Records

Schedule Identifier: GS1-SL

Item Number: #401

Retention: 1 fiscal year from report date

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

Engineering Records: Infrastructure

Schedule Identifier: GS1-SL

Item Number: #344

Retention: Retain for life of structure/element

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

Enrollment Records

Schedule Identifier: GS5

Item Number: #7

Retention: Permanent

This record series consists of, but is not limited to, reports on cumulative credit hours, equivalency, and enrollment, as submitted to the Division of Florida Colleges.

Environmental Regulation Compliance Records

Schedule Identifier: GS1-SL

Item Number: #167

Retention: 5 fiscal years after completion of project, reporting requirement, or other applicable activity

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.

Equal Employment Opportunity Compliance Records

Schedule Identifier: GS1-SL

Item Number: #103

Retention: 4 anniversary years after final action

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 "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

Equipment Reference Files

Schedule Identifier: GS1-SL

Item Number: #223

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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."

Equipment / Vehicle Maintenance Records

Schedule Identifier: GS1-SL

Item Number: #104

Retention: 1 fiscal year after disposition or equipment OR 5 fiscal years after service/maintenance/repair, whichever occurs first

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."

Equipment / Vehicle Usage Records

Schedule Identifier: GS1-SL

Item Number: #224

Retention: 1 calendar year

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."

Examination Materials: Non-Standardized

Schedule Identifier: GS5

Item Number: #56

Retention: 1 semester after expiration of appeal process. **Each school/college or program determines the length of time a student has to appeal their final grades. This retention will vary depending on grade appeal procedures in your area.*

This record series consists of materials necessary to administer non-standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. This record series includes those tests administered by the professor/instructor. The series may include, but is not limited to, test questions, answer keys, student examination responses, and test administration instructions. See also "EXAMINATION MATERIALS: STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."

Examination Materials: Standardized

Schedule Identifier: GS5

Item Number: #57

Retention: 3 fiscal years provided test scores posted to permanent record

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring students' performance or level of acquired knowledge. This record series also includes those tests administered by the professor/instructor. See also "EXAMINATION MATERIALS: NON-STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."

Examinations: Graduation / Certification

Schedule Identifier: GS5

Item Number: #100

Retention: 1 anniversary after final class grades posted provided no appeal is pending

This record series consists of examinations taken by students in classes required for certification or graduation. The series may include, but is not limited to, students' information and examination responses (as recorded on bubble answer sheets, scantron forms or any other format), test questions and answer keys, and test administration instructions. See also "STUDENT CLASS WORK RECORDS."

Expenditure Plans: Capital Improvement

Schedule Identifier: GS1-SL

Item Number: #208

Retention: 50 anniversary years. Offer to University of Florida Archives for review.

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.***

Exposure Records

Schedule Identifier: GS1-SL

Item Number: #227

Retention: 30 anniversary years

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

Facility Reservation / Rental Records

Schedule Identifier: GS1-SL

Item Number: #270

Retention: 5 fiscal years

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, recreational vehicle/camper 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, payment information, 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. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

Faculty Sabbatical / Professional Development Leave Records

Schedule Identifier: GS5

Item Number: #101

Retention: 5 fiscal years after final report submitted or notification of denial

This record series consists of correspondence, applications, and reports of accomplishments for faculty who are granted sabbaticals or professional development leave. The series does not include the record copy of financial records relating to the sabbatical/leave. A copy of the notification of approval or denial of sabbatical/leave should be filed with the applicable personnel record.

Feasibility Study Records

Schedule Identifier: GS1-SL

Item Number: #106

Retention: 3 fiscal years after completion of study. Offer to University of Florida Archives for review.

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.***

Federal Income / Employment Tax Forms / Reports

Schedule Identifier: GS1-SL

Item Number: #157

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

This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W9, 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.

Federal Postsecondary Education Surveys

Schedule Identifier: GS5

Item Number: #65

Retention: 4 fiscal years after final report

This record series consists of surveys completed as required for participation in federal student financial aid programs such as Pell Grants and federal student loans. The surveys report such data as enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. Surveys may be part of the Integrated Postsecondary Education Data System (IPEDS) Series, its predecessor the Higher Education general Information Survey (HEGIS) Series, or any other required federal data collection effort.

Fee / Service Schedules

Schedule Identifier: GS1-SL

Item Number: #271

Retention: 5 fiscal years after obsolete or superseded

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

Financial Account Authorization Records

Schedule Identifier: GS1-SL

Item Number: #84

Retention: 5 fiscal years after authorization superseded, expired, or canceled

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."

Financial Aid Records

Schedule Identifier: GS5

Item Number: #60

Retention: 5 fiscal years after final report

This record series documents financial aid awards to enrolled students and may include, but is not limited to, student applications, award computations, acceptance letters, student assignments, and evaluations. See also "FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."

Financial Aid Records: Students Never Enrolled

Schedule Identifier: GS5

Item Number: #102

Retention: 1 fiscal year after financial aid awarded without enrollment or admission denied

This record series documents financial aid awards that were never paid because the students did not enroll or were denied admission. The series may include, but is not limited to, correspondence, applications, award computations, and other related records. See also "FINANCIAL AID RECORDS," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."

Financial History Summary Records

Schedule Identifier: GS1-SL

Item Number: #347

Retention: Permanent

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.

Financial Obligation Clearance Records

Schedule Identifier: GS5

Item Number: #10

Retention: 5 fiscal years after clearance

This record series consists of forms that are maintained by the Learning Resource Center and are completed whenever students are cleared of their library fine. After clearance, the forms are sent to the Registrar's Office so that the hold can be lifted from the student's file.

Financial Transaction Records: Detail

Schedule Identifier: GS1-SL

Item Number: #435

Retention: 5 fiscal years after transaction completed

This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, 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 accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. 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 "FINANCIAL TRANSACTION RECORDS: SUMMARY." (Previously #340 and #365)

Financial Transaction Records: Summary

Schedule Identifier: GS1-SL

Item Number: #436

Retention: 10 fiscal years

This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation. (Previously #341 and #366)

Food Services Records

Schedule Identifier: GS4

Item Number: #138

Retention: 2 anniversary years

This record series documents food services provided at healthcare facilities. The series may include, but is not limited to, menus of meals and snacks offered, recipes used in the preparation of meals, and dietitian consulting summaries and reviews. The series also documents such information as serving sizes, serving times, nutritional analysis and ingredient lists. Records created pursuant to 42 CFR 483.480, Condition of participation: Dietetic services, and Rule 58A-5.020, Florida Administrative Code, Food Service Standards.

Geographic Information Systems (GIS) Data Layers and Datasets

Schedule Identifier: GS1-SL

Item Number: #381

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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

Geographic Information Systems (GIS) Snapshots: Administrative

Schedule Identifier: GS1-SL

Item Number: #382

Retention: 1 anniversary year

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

Geographic Information Systems (GIS) Snapshots: Historical

Schedule Identifier: GS1-SL

Item Number: #383

Retention: Permanent.

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

Geographic Information Systems (GIS) Source Documents / Data

Schedule Identifier: GS1-SL

Item Number: #384

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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

Grade Records: Data Input Forms

Schedule Identifier: GS5

Item Number: #62

Retention: 1 semester provided posted to Student Record

This record series consists of instructor grade reports, grade sheets, and grade changes that are used to create and update the students' transcripts.

Grant Files

Schedule Identifier: GS1-SL

Item Number: #422

Retention: 5 fiscal years after completion of grant cycle or project, whichever is applicable

**For projects using HIPAA waivers: records must be retained for 6 fiscal years.*

***In order to receive destruction approval, you will need to provide proof that the grant or project has officially been closed out by an applicable agency or review board.*

****This schedule is superseded by Clinical Study Records (GS4, Item #137) where applicable.*

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.***

Grant Files: Unfunded Applications (Applicant's Copies)

Schedule Identifier: GS1-SL

Item Number: #349

Retention: 1 anniversary year after receipt of denial notification

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 held by grantor agencies, use "GRANT FILES." See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

Grievance Files

Schedule Identifier: GS1-SL

Item Number: #110

Retention: 3 fiscal years after settlement

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.

Gunshot Wound / Life-Threatening Injury Reports

Schedule Identifier: GS4

Item Number: #128

Retention: 30 days

This record series consists of reports made by physicians, nurses, or employees, who knowingly treat any person suffering from a gunshot wound, life threatening injury or other wound indicating violence and filed with the county sheriff's department in which treatment is administered. Records created pursuant to Section 790.24, Florida Statutes, Report of medical treatment of certain wounds; penalty for failure to report.

Health Records: Blood Borne Pathogen / Asbestos / Exposure

Schedule Identifier: GS1-SL

Item Number: #350

Retention: 30 years after any manner of separation or termination of employment

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, a contagion, radiation or 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.

HIPAA Health Care Component Designation Records

Schedule Identifier: GS1-SL

Item Number: #324

Retention: 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later

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, Definitions). Per 45CFR164.105(a)(2)(iii)(C), Implementation specifications, Responsibilities of the covered entity, "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), Standard: Documentation, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION" items.

HIPAA Security Standards Implementation Records

Schedule Identifier: GS1-SL

Item Number: #325

Retention: 6 anniversary years from date of creation or from the date when it was last in effect, whichever is later

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), 45CFR164 Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b), Policies and procedures and documentation requirements. Retention is pursuant to 45CFR164.316(b)(2), Implementation specifications. See also "PROTECTED HEALTH INFORMATION" items.

Historical Designation Records

Schedule Identifier: GS1-SL

Item Number: #423

Retention: Permanent

This record series documents the historic designation of buildings, structures, sites or districts, including improvements, interiors and landscape features that are significant in the historical, architectural, cultural, aesthetic or archeological heritage of the state or local community. The series may include, but is not limited to, applications, descriptive property information, photographs, land sketches, staff analyses, evaluations and recommendations by reviewing authorities, designation reports, certificates of appropriateness, records of local Historical Preservation Boards regarding the historic designations, and other related documentation. ***These records have historical value.***

Identification Card Records: Fee Paid

Schedule Identifier: GS5

Item Number: #66

Retention: 5 fiscal years or until card no longer valid, whichever is longer

This record series documents identification cards issued to students, employees, and other authorized individuals, for which a fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also "IDENTIFICATION CARD RECORDS: NO FEE PAID."

Identification Card Records: No Fee Paid

Schedule Identifier: GS5

Item Number: #67

Retention: Retain as long as card is valid

This record series documents identification cards issued to students, employees, and other authorized individuals, for which no fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also "IDENTIFICATION CARD RECORDS: FEE PAID."

Incident Report Files

Schedule Identifier: GS1-SL

Item Number: #241

Retention: 4 anniversary years from date of incident

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."

Infection Control Records

Schedule Identifier: GS4

Item Number: #131

Retention: 5 calendar years

This record series documents facilities' efforts to identify, report, evaluate, prevent or stop the spread of infections in healthcare settings. The series may include, but is not limited to, surgical infection investigation reports, training course content, reviews and evaluations of all septic, isolation, and sanitation techniques used in the medical facility, and reports on employees who may have or have been exposed to a communicable disease.

Information Request Records

Schedule Identifier: GS1-SL

Item Number: #23

Retention: 1 fiscal year

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.).

Injury / Illness Records

Schedule Identifier: GS1-SL

Item Number: #188

Retention: 5 calendar years

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 PROGRAM ADMINISTRATION RECORDS,," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item. 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."

In-Service Education Records

Schedule Identifier: GS5

Item Number: #14

Retention: 5 fiscal years

This record series documents continuing professional education programs conducted for professors and instructors. 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.

Inspection Records: Fire / Security / Safety / Health

Schedule Identifier: GS1-SL

Item Number: #193

Retention: 4 calendar years after inspection

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."

Inspection Reports: Fire Extinguisher

Schedule Identifier: GS1-SL

Item Number: #219

Retention: 1 anniversary year or life of equipment, whichever is sooner

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), Portable fire extinguishers, Inspection, maintenance and testing.

Institutional Research Reports

Schedule Identifier: GS5

Item Number: #15

Retention: 10 fiscal years. Offer to University of Florida Archives for review

This record series consists of institutional research reports generated by the college along with supporting documentation. The series may include reports prepared routinely or by specific request to provide information about the institution and its students. This series does not include personal research files of faculty. ***These records may have archival value.***

Institutional Review Board (IRB) Protocol Records

Schedule Identifier: UF

Item Number: #259

Retention: 6 anniversary years following the IRB approved closure of a study

This record series documents the activities of the Institutional Review Board (IRB) in reviewing research proposals for projects classified as IRB-01, IRB-02, and IRB-03. Records may include applications for approval, scientific evaluations, redacted signed consent forms, HIPAA waivers, questionnaires, progress reports, grants, and other related application materials. Contents of this record series are subject and related to provisions as stipulated by 45 CFR 56.115 IRB records, and 21 CFR 50 Protection of Human Subjects. This schedule supersedes schedule number 238.1.

Instructor Evaluations

Schedule Identifier: GS5

Item Number: #68

Retention: 1 semester after submitted

This record series consists of evaluations of faculty members completed by students each term.

Insurance Records: Agency

Schedule Identifier: GS1-SL

Item Number: #111

Retention: 5 fiscal years after final disposition of claim or expiration of policy

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage 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. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

Intellectual Property Records

Schedule Identifier: GS1-SL

Item Number: #437

Retention: Permanent

This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.

Intern Supervisor Participation Certificates

Schedule Identifier: GS5

Item Number: #69

Retention: 5 fiscal years after expiration

This record series consists of Internship Participation Certificates awarded to persons who supervise interns or student teachers. Once issued, the certificate is valid for three years and may be used at any school in the State University System. The bearer is also entitled to a tuition waiver for up to six credit hours of instruction.

Inventory: Agency Property

Schedule Identifier: GS1-SL

Item Number: #40

Retention: 3 fiscal years

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."

Inventory: Agency Records

Schedule Identifier: GS1-SL

Item Number: #319

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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."

Inventory Records: Drug

Schedule Identifier: GS4

Item Number: #127

Retention: 2 anniversary years after date of inventory

This record series consists of inventories pertaining to controlled and non-controlled substances, including drugs destroyed or disposed. The series documents such information as substances received; substances sold, administered, dispensed or disposed; substances placed on or removed from EMS vehicles; and outdated drugs and disposition.

Laboratory / Pathology Testing Records

Schedule Identifier: GS4

Item Number: #139

Retention: 10 anniversary years after report date

This record series documents laboratory, pathology, histology and cytology processing, testing and reporting of specimen. The records document such information as the accession, condition and disposition of each specimen, performance of each step in the testing, test requisitions, test results and final reports. Retention is pursuant to 42 CFR 493.1105, Standard: Retention requirements. (Previously GS4 #95, #85, #84, and #83.)

Land Development and Planning Project Files

Schedule Identifier: GS1-SL

Item Number: #352

Retention: Permanent. Offer to University of Florida Archives for review.

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

Land Development and Planning Project Files: Denied / Abandoned Projects

Schedule Identifier: GS1-SL

Item Number: #403

Retention: 20 anniversary years after project denied or abandoned. Offer to University of Florida Archives for review.

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

Land Development and Planning Project Files: Preliminary Drawings / Drafts

Schedule Identifier: GS1-SL

Item Number: #404

Retention: 10 anniversary years. Offer to University of Florida Archives for review.

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

Land Development and Planning Studies and Reports

Schedule Identifier: GS1-SL

Item Number: #353

Retention: Permanent. Offer to University of Florida Archives for review.

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

Litigation Case Files

Schedule Identifier: GS1-SL

Item Number: #27

Retention: 5 anniversary years after case closed or appeal process expired

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)."

Lobbyist Registration Records

Schedule Identifier: GS1-SL

Item Number: #387

Retention: 5 fiscal years after expiration or withdrawal of registration OR ceasing to lobby, whichever occurs first

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 records, expense reports, and correspondence.

Lost and Found Records

Schedule Identifier: GS1-SL

Item Number: #354

Retention: 3 fiscal years

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

Mail: Registered and Certified

Schedule Identifier: GS1-SL

Item Number: #47

Retention: 1 fiscal year

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."

Mail: Undeliverable / Returned

Schedule Identifier: GS1-SL

Item Number: #1

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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."

Mailing / Contact Lists

Schedule Identifier: GS1-SL

Item Number: #29

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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."

Mammogram Images: Single Visit

Schedule Identifier: GS4

Item Number: #90

Retention: 10 anniversary years

This record series consists of radiographic images of breasts taken at a facility where no additional mammograms of the patient are performed. This series does not include the radiologist's interpretation of the images which is covered by the applicable Patient Medical Record item. Retention is pursuant to 21 CFR 900.12(e)(1)(4)(i), Quality standards. See also "X-RAY/IMAGING RECORDS."

Management Surveys / Studies: Internal

Schedule Identifier: GS1-SL

Item Number: #30

Retention: 1 calendar year after completion of data collection or release of report, whichever is later

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).

Maps: Originals

Schedule Identifier: GS1-SL

Item Number: #280

Retention: Permanent

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."

Master Patient Indexes

Schedule Identifier: GS4

Item Number: #49

Retention: 10 anniversary years

This record series consists of master patient indexes used to identify patients and their medical records. The series may include, but is not limited to, the patient's name, identifier number, address, date of birth, date of admission, diagnosis and the date of discharge.

Medical Records

Schedule Identifier: GS1-SL

Item Number: #212

Retention: 5 calendar years

This record series documents routine health examinations not required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be covered by the applicable PERSONNEL RECORDS item. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

Medical Records: Veteran Services

Schedule Identifier: GS1-SL

Item Number: #311

Retention: 7 fiscal years after last discharge or last entry

This record series consists of 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. The series may also include related supporting documentation.

Micrographics: Quality Control Records

Schedule Identifier: GS1-SL

Item Number: #282

Retention: Permanent

This record series consists of 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. The series may also include related supporting documentation.

Minutes: Official Meetings

Schedule Identifier: GS1-SL

Item Number: #32

Retention: Permanent. Offer to University of Florida Archives for review.

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.*

Minutes: Official Meetings (Preliminary / Audio Recordings / Video Recordings)

Schedule Identifier: GS1-SL

Item Number: #4

Retention: 2 anniversary years after adoption of the official minutes or certification of transcript

This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

Minutes: Official Meetings (Special Districts / Agency Support Organizations / Non-Policy Advisory Boards)

Schedule Identifier: GS1-SL

Item Number: #424

Retention: 10 anniversary years. Offer to University of Florida Archives for review.

This record series consists of the official record of official meetings of special districts established by local ordinance or resolution, of agency citizen support organizations or direct support organizations, or of agency advisory boards that do not establish policy, rules or guidelines. Official meetings are 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," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." *These records may have archival value.*

Minutes: Official Meetings (Supporting Documents)

Schedule Identifier: GS1-SL

Item Number: #123

Retention: 2 anniversary years after adoption of the official minutes or certification of transcript

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."

Minutes: Other Meetings

Schedule Identifier: GS1-SL

Item Number: #33

Retention: 1 anniversary year after date of meeting. Offer to University of Florida Archives for review.

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.*

Monitoring Strips

Schedule Identifier: GS4

Item Number: #118

Retention: 30 days after report is filed

This record series consists of capnography, EEG, EKG, fetal monitoring, pulse oximetry, stress test and treadmill test strips generated by various vital sign monitors and testing devices where a report or interpretation has been recorded in the patient medical record. For strips generated where no report of their content is contained within the patient's medical file the strips should be retained as long as the patient medical record.

News Releases

Schedule Identifier: GS1-SL

Item Number: #34

Retention: 90 days. Offer to University of Florida Archives for review.

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.***

Noise Exposure Measurement Records

Schedule Identifier: GS1-SL

Item Number: #283

Retention: 2 anniversary years

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. For audiometric test records, use the applicable PERSONNEL RECORDS item pursuant to 29CFR1910.95(m)(3)(ii).

On-Site Incinerator Records

Schedule Identifier: GS4

Item Number: #97

Retention: 3 calendar years

This record series documents the operation of on-site incinerators at healthcare facilities. The records document such information as acceptance of medical waste; date and length of each incineration cycle; and total weight of waste incinerated per cycle.

Operational and Statistical Report Records

Schedule Identifier: GS1-SL

Item Number: #124

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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.

Opinions: Legal

Schedule Identifier: GS1-SL

Item Number: #26

Retention: Permanent.

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.***

Opinions: Legal (Supporting Documents)

Schedule Identifier: GS1-SL

Item Number: #125

Retention: 3 fiscal years

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.***

Organ / Tissue Tracking Records

Schedule Identifier: GS4

Item Number: #99

Retention: 25 anniversary years after known death date of candidate/recipient or 100 anniversary years after registration date, whichever comes first

This record series documents the receipt and disposition of all organs and tissue transplanted within the hospital. The records document such information as the organ or tissue type; the donor identification number; the name and license number of the procurement or distribution facility which supplied the tissue or organ; recipient name and identification number; name of transplanting doctor; date the organ or tissue was received by the hospital; and the date of the transplant. Records created pursuant to Rule 59A-3.270, Florida Administrative Code, Health Information Management. ***This series may have archival value.***

Organization Charts

Schedule Identifier: GS1-SL

Item Number: #126

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA). Offer to University of Florida Archives for review.

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.***

Parking Decal / Permit Records: Employees

Schedule Identifier: GS1-SL

Item Number: #127

Retention: 2 fiscal years after expiration or cancellation of parking privileges

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

Parking Tickets: Fine Assessed

Schedule Identifier: GS5

Item Number: #103

Retention: 5 fiscal years

This record series consists of copies of parking tickets issued on campus by campus police/security for which a fine was assessed. This series does not include state uniform traffic citations which are filed with the Clerk of Court and covered by *General Records Schedule GS2 for Law Enforcement*, Item #103, CITATIONS. See also "PARKING TICKETS: NO FINE ASSESSED."

Parking Tickets: No Fine Assessed

Schedule Identifier: GS5

Item Number: #104

Retention: 180 days after ticket issued

This record series consists of copies of parking tickets issued on campus by campus police/security for which no fine was assessed. This series does not include state uniform traffic citations which are filed with the Clerk of Court and covered by *General Records Schedule GS2 for Law Enforcement*, Item #103, CITATIONS. See also "PARKING TICKETS: FINE ASSESSED."

Patient Medical Records

Schedule Identifier: GS4

Item Number: #80

Retention: 7 anniversary years after last entry

**Superseded by UF Privacy Policy 2.4 – Health Information Management, Retention, Archiving, and Disposal for a retention period of 10 years after last entry.*

This record series documents the medical history, diagnosis, treatment and care of patients by a public healthcare provider or institution. Public healthcare providers and institutions, include 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 series may include, but is not limited to, clinical data and medical history, such as demographics, vital signs, diagnoses, medications, treatment plans, progress notes, problems, immunization dates, allergies, radiology images, and laboratory and test results. Records created pursuant to Rule 59A-3, Florida Administrative Code, Hospital Licensure. ***Non-routine***

patient medical records, such as those documenting a particularly significant public health issue such as a major new health threat or epidemic, may have archival value.

Patient Medical Records: Children Under One Year of Age

Schedule Identifier: GS4

Item Number: #130

Retention: Retain until patient's 8th birthday

**Superseded by UF Privacy Policy 2.4 – Health Information Management, Retention, Archiving, and Disposal for a retention period of 10 years after last entry.*

This record series documents the medical history, diagnosis, treatment and care of patients under one year of age by a public healthcare provider or institution. Public healthcare providers and institutions include 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 series may include, but is not limited to, clinical data and medical history, such as demographics, vital signs, diagnoses, medications, treatment plans, progress notes, problems, immunization dates, allergies, radiology images, and laboratory and test results. Records created pursuant to Rule 59A-3, Florida Administrative Code, Hospital Licensure. **Non-routine patient medical records, such as those documenting a particularly significant public health issue such as a major new health threat or epidemic, may have archival value.**

Payment Card Sensitive Authentication Data

Schedule Identifier: GS1-SL

Item Number: #395

Retention: Destroy immediately upon completion of transaction

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 3.1, April 2015 or subsequent edition) and includes full magnetic stripe data (also known as full track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.

Payroll Records: Court-Ordered Garnishment

Schedule Identifier: GS1-SL

Item Number: #385

Retention: 5 fiscal years after file becomes inactive

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.

Payroll Records: Deduction Authorizations

Schedule Identifier: GS1-SL

Item Number: #129

Retention: 5 fiscal years after final action

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."

Payroll Records: Ledgers/ Trial Balance Reports

Schedule Identifier: GS1-SL

Item Number: #183

Retention: 5 fiscal years

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," "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

Payroll Records: Not Posted

Schedule Identifier: GS1-SL

Item Number: #214

Retention: 50 calendar years

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.

Payroll Records: Posted

Schedule Identifier: GS1-SL

Item Number: #35

Retention: 5 fiscal years

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.

Payroll Records: Supporting Documents

Schedule Identifier: GS1-SL

Item Number: #195

Retention: 5 fiscal years

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.

Pension Records: Plan / Fund

Schedule Identifier: GS1-SL

Item Number: #358

Retention: 5 fiscal years

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

Pension Records: Retirees

Schedule Identifier: GS1-SL

Item Number: #359

Retention: 5 fiscal years after final payment

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

Performance / Maintenance / Surety Bond Records

Schedule Identifier: GS1-SL

Item Number: #408

Retention: 5 fiscal years after release, return or expiration of bond

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.

Personnel Records: College, Division, or Department Copy

Schedule Identifier: UF 168

Item Number: #4

Retention: 5 years after termination provided no litigation is pending

**Must contact Human Resource Services to receive authorization prior to submitting disposition request.*

This file is a convenience copy maintained in the employing College/Division/Department for full time staff and faculty. All master components of this file excluding in most cases evaluative material (see Personnel Records: Evaluation) have been forwarded to the Division of Human Resources. This series may also contain duplicate change of appointment forms, which are maintained separate from the personnel record. This series should NOT contain Manual Leave Abstract Sheets. SEE ALSO GS1-SL, Item #66.

Personnel Records: Florida Retirement System

Schedule Identifier: GS1-SL

Item Number: #19

Retention: 25 fiscal years after any manner of separation or termination of employment

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, copies of licensure/professional credentials, 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.

Personnel Records: Non-Florida Retirement System

Schedule Identifier: GS1-SL

Item Number: #162

Retention: 50 fiscal years after any manner of separation or termination of employment

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, copies of licensure/professional credentials, 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.

Personnel Records: OPS / Volunteer / Intern / Temporary Students (including student workers)

Schedule Identifier: GS1-SL

Item Number: #66

Retention: 3 fiscal years after any manner of separation or termination of 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, copies of licensure/professional credentials, 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.

Personnel Records: Supplemental Documentation

Schedule Identifier: GS1-SL

Item Number: #378

Retention: 5 fiscal years

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," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

Petty Cash Documentation Records

Schedule Identifier: GS1-SL

Item Number: #202

Retention: 5 fiscal years

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

Pharmacy Patient and Prescription Records

Schedule Identifier: GS4

Item Number: #140

Retention: 2 anniversary years after last entry

This records series documents patients that have been dispensed medicine or substances by a pharmacy. The records document such information as patients' full name, address, telephone number, age, date of birth and gender; name of prescribing practitioner; the medicine or substance prescribed and quantity, strength and directions for its use; prescription number; initials of the pharmacist; date prescriptions filled; and comments on patients' therapy, allergies, drug reactions, idiosyncrasies, chronic conditions and disease state. The series may also include written prescriptions and lists of all new or refilled prescriptions. Retention pursuant to Rule 64B16-27.800(3), Pharmacy Practice, Requirement for Patient Records. (Previously GS4 #129 and #64.)

Physical Plant Statistical Reports

Schedule Identifier: GS5

Item Number: #78

Retention: 5 fiscal years after superseded by new report

This record series consists of statistical reports accumulated as a result of new construction and major renovation projects of the college.

Placement Reports

Schedule Identifier: GS5

Item Number: #18

Retention: 3 fiscal years

This record series consists of yearly placement reports of adult career and technical education programs which show percentage of placement of students.

Position Description Records

Schedule Identifier: GS1-SL

Item Number: #38

Retention: 2 anniversary years after obsolete or superseded

This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is 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."

Postage / Shipping Records

Schedule Identifier: GS1-SL

Item Number: #133

Retention: 3 fiscal years

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."

Procedures: Specimen Testing

Schedule Identifier: GS4

Item Number: #141

Retention: 2 anniversary years after discontinuance of policy

This record series consists of procedures outlining the object of specimen testing, the correct use of equipment and the methodology for taking the test. The series may include, but is not limited to, requirements for specimen collection and processing; step by step performance of the procedures; remedial action for failed instrument operation; criteria for specimen storage; and course of action for inoperable test system. Retention is pursuant to Rule 59A-6.022, Florida Administrative Code, Standards of Performance.

Proficiency Testing: Laboratories

Schedule Identifier: GS4

Item Number: #93

Retention: Retain 5 anniversary years after event

This record series documents the proficiency tests used by laboratories to verify the accuracy and reliability of its testing. The series documents such information as step by step proficiency testing, sample preparation and handling, steps taken in the testing of samples, instrument printouts, proficiency testing program results, laboratory performance evaluations and corrective actions. Retention is pursuant to 42 CFR 493.903, Administrative responsibilities.

Project Files: Capital Improvement

Schedule Identifier: GS1-SL

Item Number: #136

Retention: 10 fiscal years after completion or termination of project

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."

Project Files: Federal

Schedule Identifier: GS1-SL

Item Number: #137

Retention: 5 fiscal years after completion or termination of project

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."

Project Files: Non-Capital Improvement

Schedule Identifier: GS1-SL

Item Number: #138

Retention: 5 fiscal years after completion or termination of project

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."

Project Files: Operational

Schedule Identifier: GS1-SL

Item Number: #291

Retention: 3 fiscal years after completion or termination of project

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.

Promotion / Transfer Request Records

Schedule Identifier: GS1-SL

Item Number: #139

Retention: 4 anniversary years after personnel action, provided any litigation is resolved, OR 4 anniversary years after expiration of the request period of no vacancy occurs prior to expiration

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.

Property Control Records

Schedule Identifier: GS1-SL

Item Number: #222

Retention: Retain until completion of the next physical inventory after the equipment leaves service

This record series documents all agency 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."

Property Transfer Records

Schedule Identifier: GS1-SL

Item Number: #41

Retention: 1 fiscal year provided an updated physical inventory has been completed

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."

Protected Health Information Administrative Records

Schedule Identifier: GS1-SL

Item Number: #426

Retention: 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later

This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS" and "HIPAA" items.

Protected Health Information Disclosure Records

Schedule Identifier: GS1-SL

Item Number: #328

Retention: 6 anniversary years from date of disclosure

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

Public Depositor Annual Report Records

Schedule Identifier: GS1-SL

Item Number: #389

Retention: 5 fiscal years

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009 or equivalent Department of Financial Services form or predecessor form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), Florida Statutes, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. This series may also include documentation of authorization to execute this report. Pursuant to Rule 69C-2.032, Florida Administrative Code, Execution of Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

Public Information Files

Schedule Identifier: GS1-SL

Item Number: #128

Retention: 90 days. Offer to the University of Florida Archives for review

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.***

Public Program / Event Records

Schedule Identifier: GS1-SL

Item Number: #238

Retention: 5 fiscal years after completion of contract or program/event, whichever is later

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.

Public Records Exempt Status Notifications and Redaction Requests

Schedule Identifier: GS1-SL

Item Number: #392

Retention: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

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 Florida Statutes Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

Publication Production Records

Schedule Identifier: GS1-SL

Item Number: #198

Retention: Retain until receipt of final, published copy or cancellation of publication project

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."

Purchasing Records

Schedule Identifier: GS1-SL

Item Number: #42

Retention: Retain until obsolete, superseded, or administrative value is lost

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." "FINANCIAL TRANSACTION RECORDS: DETAIL."

Quality Control Records: Immunohematology

Schedule Identifier: GS4

Item Number: #82

Retention: Retain 5 anniversary years

This record series documents quality control testing of immunohematology samples in an effort to detect, reduce and correct deficiencies in laboratory internal analytical processes. The series may include, but is not limited to, control graphs and charts, cumulative summaries, corrective actions, testing logs and attestations that the quality control samples were tested in the same manner as regular patient samples. Records created pursuant to 42 CFR 493, Laboratory Requirements. See also "QUALITY CONTROL RECORDS: LABORATORIES."

Quality Control Records: Laboratories

Schedule Identifier: GS4

Item Number: #81

Retention: Retain 2 anniversary years

This record series documents quality control testing of laboratory samples in an effort to detect, reduce and correct deficiencies in laboratory internal analytical processes. The series may include, but is not limited to, control graphs and charts, cumulative summaries, corrective actions, testing logs and attestations that the quality control samples were tested in the same manner as regular patient samples. Records created pursuant to 42 CFR 493, Laboratory Requirements. See also "QUALITY CONTROL RECORDS: IMMUNOHEMATOLOGY."

Quality Assurance Records: Mammography Facility

Schedule Identifier: GS4

Item Number: #92

Retention: Retain 1 calendar year or until the next inspection, whichever is later

This record series documents mammography facilities' efforts to "ensure the safety, reliability, clarity, and accuracy of mammography services performed at the facility" as required by 21 CFR 900.12, Quality standards. The series may include, but is not limited to, quality control surveys, equipment evaluations and performance tests.

Radio Logs

Schedule Identifier: GS1-SL

Item Number: #292

Retention: 1 fiscal year

This record series consists of a log recording such information as 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 for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

Radiology Records: Operational

Schedule Identifier: GS4

Item Number: #142

Retention: 3 anniversary years after date of record

This record series documents the operational activities of radiology facilities. The series documents such information as sealed sources received or possessed; radioactive material calibrations and monitoring; radiation detection instrumentation calibrations; daily function checks; maintenance repairs; radiation surveys; tests for entry control devices to secured radiation areas; tests of sealed sources of radiation; utilization logs of sealed sources and storage containers; maintenance reports; record of equipment removed from service; and inspector reports and documentation of corrective actions.

Radiology / Radiation Records: Exposure

Schedule Identifier: GS4

Item Number: #143

Retention: 1 anniversary year after expiration or termination of facility license

This record series documents facilities' efforts to monitor radiological exposure to humans and the environment. The series may include, but is not limited to, measurements and calculations used to evaluate the release of radioactive effluents into the environment, planned special exposures, accident and emergency exposures and radiation protection provisions.

Rain Checks

Schedule Identifier: GS1-SL

Item Number: #293

Retention: 3 fiscal years

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

Real Property Records: Condemnation / Demolition

Schedule Identifier: GS1-SL

Item Number: #364

Retention: 5 anniversary years after final action

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.

Real Property Records: Property Acquired

Schedule Identifier: GS1-SL

Item Number: #172

Retention: 3 fiscal years after termination of agency's ownership of the real property

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."

Real Property Records: Property Not Acquired

Schedule Identifier: GS1-SL

Item Number: #164

Retention: 3 fiscal years

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."

Records Disposition Documentation

Schedule Identifier: GS1-SL

Item Number: #45

Retention: Permanent

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."

Records Management Compliance Statements

Schedule Identifier: GS1-SL

Item Number: #322

Retention: 1 fiscal year

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 noncompliance 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 Retention Schedules: Agency Specific

Schedule Identifier: GS1-SL

Item Number: #68

Retention: Permanent

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 1B24.003(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."

Records Retrieval / Reference Records

Schedule Identifier: GS1-SL

Item Number: #295

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

This record series documents the retrieval and refile 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.

Registrations: Student

Schedule Identifier: GS5

Item Number: #27

Retention: 5 fiscal years

This record series consists of records for registration providing such information as name, validation number, fees, course name, and department.

Resolutions

Schedule Identifier: GS1-SL

Item Number: #297

Retention: Permanent. Offer to University of Florida Archives for review.

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.***

Resolutions: Special Districts / Agency Support Organizations / Non-Policy Advisory Boards

Schedule Identifier: GS1-SL

Item Number: #429

Retention: 10 anniversary years. Offer to University of Florida Archives for review

This record series consists of formal expressions of opinion, intention or decision by a special district established by local ordinance or resolution, agency support organization or non-policy advisory board concerning administrative matters before that body or relating to its area of responsibility. ***These records may have archival value.***

Resolutions: Supporting Documents

Schedule Identifier: GS1-SL

Item Number: #143

Retention: 3 calendar years after date of resolution

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."

Respirator Fit Testing Records

Schedule Identifier: GS1-SL

Item Number: #298

Retention: Retain until next fit test is administered OR 4 anniversary years after any manner of separation or termination of employment or agency no longer required to conduct fit testing, whichever is longer

This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators in "any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1), Respiratory protection program). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.

Respiratory Protection Program Records: Air Sampling

Schedule Identifier: GS4

Item Number: #107

Retention: 1 anniversary year

This record series documents air sampling and bioassays conducted to measure the level of air contaminants. The series may include, but is not limited to, identification of potential hazards, estimated exposure levels and evaluations of actual intake levels.

Revenue Sharing Applications

Schedule Identifier: GS1-SL

Item Number: #388

Retention: 5 fiscal years

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. The Department of Revenue no longer requires annual submission of this application.

Risk Management Records: Internal

Schedule Identifier: GS4

Item Number: #69

Retention: 7 calendar years

This record series documents healthcare facilities' implementation and oversight of an internal risk management program. The series may include, but is not limited to, records documenting the education and training of all non-physician employees; analyses of frequency and causes of adverse incidents to patients; of patient grievances that relate to patient care and the quality of medical services; reviews of incident reports; meeting minutes of the risk management committee; copies of adverse incident reports; and annual incident summary reports. Adverse incident reports should also be filed in the applicable PATIENT MEDICAL RECORDS series. Records created pursuant to Section 395.0197 Florida Statutes, Internal risk management program.

Run Reports: Emergency

Schedule Identifier: GS4

Item Number: #70

Retention: 7 anniversary years after last entry

This record series documents patients who receive service from Emergency Medical Technicians (EMT), Emergency Medical Services (EMS), Air-Medical Provider, or paramedics. The records document such information as treatment and administration of drugs; each patient's name, address, age or date of birth, sex and race; call identification number, unit number of responding vehicles; transporting vehicle; location of scene or incident; location of patient; and destination of calls. See also General Records Schedule GS8 for Fire/Rescue Departments, item #39 "RUN REPORTS: NONEMERGENCY"

Salary Comparison Reports

Schedule Identifier: GS1-SL

Item Number: #49

Retention: 1 fiscal year. Offer to University of Florida Archives for review

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.***

Salary Schedules

Schedule Identifier: GS1-SL

Item Number: #240

Retention: 10 fiscal years. Offer to University of Florida Archives for review

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.**

Sales / Use / Local Option Tax Records

Schedule Identifier: GS1-SL

Item Number: #368

Retention: 5 fiscal years

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, Florida Statutes, Tax On Sales, Use, And Other Transactions.

Scholarship / Grant-in-Aid Records: Athletic

Schedule Identifier: GS5

Item Number: #105

Retention: 6 anniversary years after graduation, last date of attendance, leaving program, or eligibility is exhausted

This record series consists of information pertaining to the eligibility of players and receipts of financial aid in the form of scholarships including grant-in-aid scholarships, maintained to monitor accounts and to assist in complying with National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and conference rules and regulations. The series may include, but is not limited to, squad lists containing summary information; conference eligibility reports; teams roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; Student-Athlete Health Insurance Portability and Accountability Act (HIPPA) Authorization/Buckley Amendment Consent-Disclosure of Protected Health Information forms; and other related documentation and correspondence. See also "FINANCIAL AID RECORDS" and "SCHOLARSHIP/LOAN RECORDS."

Scholarship / Loan Records

Schedule Identifier: GS5

Item Number: #83

Retention: 5 fiscal years after paid or declared uncollectable

This record series consists of complete files on scholarship recipients and student loans. These files may include, but are not limited to, applications, award letters, letters of acceptance, renewal applications, correspondence, deferment forms, cash payment receipts, certificate of service receipts, terms of the loan or scholarship stipulating how the funds are to be used, account cards, and other related records. File established to maintain complete record of scholarship from application until all notes are satisfied. See also "FINANCIAL AID RECORDS" and "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC."

Security Breach Notice Records

Schedule Identifier: GS1-SL

Item Number: #432

Retention: 5 fiscal years after date of determination that no identify theft or financial harm resulted from the breach OR 2 anniversary years after last payment in a transaction involved in a violation, whichever is later

This records series consists of security breach notices submitted to the Florida Department of Legal Affairs as required by Section 501.171(3)(a), Florida Statutes, Security of confidential personal information. The series provides such information as a synopsis of the events surrounding the breach; the number of individuals affected by the breach; any services being offered related to the breach; a copy of the notice sent to affected individuals; copies of police reports; copies of policies in place regarding breaches; and steps that have been taken to rectify the breach.

Security Screening Records

Schedule Identifier: GS1-SL

Item Number: #369

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

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.

Signature Authorization Records

Schedule Identifier: GS1-SL

Item Number: #300

Retention: 1 fiscal year after obsolete or superseded

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."

Social Media Account Authorization Records

Schedule Identifier: GS1-SL

Item Number: #411

Retention: 1 anniversary year after superseded or employee separates from employment

This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.

Social Security Controlled Summary Records

Schedule Identifier: GS1-SL

Item Number: #144

Retention: 4 calendar years after due date of tax

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.

Spam / Junk Electronic Mail Journaling Records

Schedule Identifier: GS1-SL

Item Number: #370

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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 or improper 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.

Staff Administration Records

Schedule Identifier: GS1-SL

Item Number: #371

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

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.

Staffing Records: Medical Personnel

Schedule Identifier: GS4

Item Number: #126

Retention: 7 anniversary years

This record series documents the work shifts of medical staff including nurses, physicians, medical aides and support staff who provide medical treatment. The series also includes work shifts for physicians "on call."

State Student Assessment Records: Test Results / Reports

Schedule Identifier: GS5

Item Number: #84

Retention: 3 fiscal years

This record series documents results of assessment testing conducted to assess students' mastery of basic skills as required by Section 1004.91, *Florida Statutes*, Career-preparatory instruction. The series may include, but is not limited to, results and reports of such tests as Tests of Adult Basic Education (TABE), Wonderlic Basic Skills Test (WBST), College-Level Academic Skills Test (CLAST), "ASSET," American College Testing (ACT), Florida College Entry-Level Placement Test or Multiple Assessment Placement Service (MAPS), Postsecondary Education Readiness Test (PERT), College Level Examination Proficiency (CLEP), Florida Teacher Certification Exam (FTC), DANTES Subject Standardized Tests (DSST), Miller's Analogy Test (MAT), Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Test of Essential Academic Skills (TEAS), and Scholastic Aptitude Test (SAT). See also "EXAMINATION MATERIALS: STANDARDIZED."

Storage Tank Records

Schedule Identifier: GS1-SL

Item Number: #412

Retention: Retain for life of tank

This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

Student Advisement / Counseling Records: Graduate

Schedule Identifier: GS5

Item Number: #86

Retention: 1 anniversary year after graduation

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have graduated. The series may include, but is not limited to, results of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL."

Student Advisement / Counseling Records: Transfer / Withdrawal

Schedule Identifier: GS5

Item Number: #87

Retention: 3 anniversary years after transfer or withdrawal

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have transferred or withdrawn. The series may include, but is not limited to, result of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents pertaining to individual students who have transferred or withdrawn from school. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE."

Student Appeal Records (Grades)

Schedule Identifier: GS5

Item Number: #88

Retention: 5 fiscal years after final appeal, provided posted to permanent record

This record series consists of appeals for grade changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.

Student Award Application Records: Fellowships / Honors

Schedule Identifier: GS5

Item Number: #106

Retention: 5 fiscal years after awarded

This record series consists of records documenting applications for fellowships or undergraduate research symposium awards. The series may include, but is not limited to, application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation. Awards are posted to student record where applicable.

Student Class Work Records

Schedule Identifier: GS5

Item Number: #107

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

This record series consists of term papers, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the instructor or other staff member. For examinations taken by students in classes required for certification or graduation, use "EXAMINATIONS: GRADUATION/CERTIFICATION."

Student Education Records: Permanent Academic File

Schedule Identifier: GS5

Item Number: #91

Retention: Permanent

This record series consists of the official student transcript documenting courses taken, grades received and degrees awarded. The series may also include any other documentation designated by the school as part of the student's permanent academic record, such as final actions relating to major disciplinary actions. See also "STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS."

Student Education Records: Supporting Documents

Schedule Identifier: GS5

Item Number: #89

Retention: 5 anniversary years after graduation, transfer, or withdrawal

This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, letters of recommendation, drop/add forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. See also "ADMISSION RECORDS: REGISTERED STUDENTS" and "STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE."

Student Newspapers

Schedule Identifier: GS5

Item Number: #30

Retention: Permanent. Offer to University of Florida Archives for review

This record series consists of newspapers produced and distributed by student organizations officially recognized by the school.

NOTE: Stocks of student publications are considered duplicates under this series. See also "STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS." *These records may have archival value.*

Student Newspapers: Supporting Documents

Schedule Identifier: GS5

Item Number: #31

Retention: 30 days

This record series consists of copies of materials submitted by contributing reporters/students/faculty, layout sheets, and other materials used in production of student newspapers. See also "STUDENT NEWSPAPERS."

Student Records: International Students

Schedule Identifier: GS5

Item Number: #108

Retention: 3 anniversary years after graduation, transfer, completion, or withdrawal form program

This record series consists of records required of international students for academic studies. The series includes student visa records, United States Department of Homeland Security Form I-20, Certificate of Eligibility (F-1) Student Status – For Academic and Language Students, and U.S. Department of State Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Retention based on 22CFR62.10(h), Foreign Relations, Department of State Exchange Visitor Program, which requires retention of exchange visitor program records for a minimum of three years.

Subject / Reference Files

Schedule Identifier: GS1-SL

Item Number: #373

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA). Offer to University of Florida Archives for review.

This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of

staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." *These records may have archival value.*

Subpoenas

Schedule Identifier: GS1-SL

Item Number: #374

Retention: 1 anniversary year after compliance date specified in subpoena

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony. Do NOT use this item if records fall under a more appropriate retention schedule item requiring a longer retention, such as LITIGATION CASE FILES for cases in which the agency is a party.

Surveillance Records

Schedule Identifier: GS1-SL

Item Number: #302

Retention: 30 days

This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings, public property (including in public vehicles such as school buses and municipal buses), public roadways such as intersections monitored by red light cameras); and broad views created via aerial surveillance such as from drones or helicopters. 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. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners.

Surveys: Aerial

Schedule Identifier: GS1-SL

Item Number: #303

Retention: Permanent

This record series consists of aerial survey records including, but not limited to, negatives, prints, and supporting documentation.

Telephone Call Records

Schedule Identifier: GS1-SL

Item Number: #28

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

This record series consists of logs or other documentation of telephone calls (landline or cellular) or facsimile transmissions (faxes) maintained in order to reconcile with telephone service bills/invoices or for general office administration purposes. The series does not include telephone messages.

Traffic Accident Reports

Schedule Identifier: GS1-SL

Item Number: #306

Retention: 4 calendar years

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.

Training Material Records

Schedule Identifier: GS1-SL

Item Number: #147

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA). Offer to University of Florida Archives for review

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. *These records may have archival value.*

Transcript Release Forms

Schedule Identifier: GS5

Item Number: #95

Retention: 4 anniversary years after records released or last effective date of authorization, whichever is later

This record series consists of transcript release forms completed and signed by the student, or by the parent or guardian, if the student is under the age of 18, providing written consent for release of transcripts. Required for colleges and institutions of higher learning within the State University System, these forms document the release of transcripts to educational institutions, as well as other entities.

Transitory Messages

Schedule Identifier: GS1-SL

Item Number: #146

Retention: Retain until obsolete, superseded, or administrative value is lost (OSA)

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.

Travel Records

Schedule Identifier: GS1-SL

Item Number: #52

Retention: 5 fiscal years

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 and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

Unclaimed Property Records

Schedule Identifier: GS1-SL

Item Number: #309

Retention: 5 anniversary years after the property becomes reportable

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, Florida Statutes, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), Florida Statutes, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

Unemployment Compensation / Reemployment Assistance Tax Records

Schedule Identifier: GS1-SL

Item Number: #149

Retention: 5 fiscal years

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."

Vehicle Accident Records

Schedule Identifier: GS1-SL

Item Number: #78

Retention: 4 anniversary years

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 PROGRAM ADMINISTRATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

Vehicle Locator Records

Schedule Identifier: GS1-SL

Item Number: #414

Retention: 30 days

This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.

Vehicle Records

Schedule Identifier: GS1-SL

Item Number: #154

Retention: 1 anniversary year after disposition of vehicle

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."

Vendor Files

Schedule Identifier: GS1-SL

Item Number: #97

Retention: 3 fiscal years

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.

Verification Records: Attendance / Employment / Enrollment

Schedule Identifier: GS1-SL

Item Number: #243

Retention: 90 days

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.

Veterans Records: Educational Assistance

Schedule Identifier: GS5

Item Number: #94

Retention: 3 fiscal years

This record series consists of file for each veteran and eligible person certified to receive Veterans Administration educational assistance. The series may include, but is not limited to, records of tuition and fees charged, previous education and training, grades and progress, and other related materials. Retention pursuant to Section 38CFR21.4209, Department of Veterans Affairs, Vocational Rehabilitation and Education, Examination of records.

Visitor / Entry Records

Schedule Identifier: GS1-SL

Item Number: #54

Retention: 30 days

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

Vital Statistics Records

Schedule Identifier: GS4

Item Number: #144

Retention: Permanent

This record series consists of the provider's or facility's official records of births, deaths and fetal deaths. The series may include, but is not limited to, birth certificates, death certificates, fetal death certificates and any supporting documentation. Records created pursuant to Rule 64V-1, Vital Records and Associated Activities.

Vouchers: Federal Projects Paid

Schedule Identifier: GS1-SL

Item Number: #156

Retention: 5 fiscal years after completion or termination of project

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

Whistle Blower Investigative Records

Schedule Identifier: GS1-SL

Item Number: #376

Retention: 5 anniversary years after case closed or conclusion of any litigation that may ensue

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency or by the agency official authorized to conduct such an investigation. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to Florida Statutes Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." ***These records may have archival value.***

Withdrawal Records

Schedule Identifier: GS5

Item Number: #35

Retention: 5 fiscal years after withdrawal

This record series consists of requests submitted by students to withdraw from a class or classes. See also "DROP/ADD RECORDS."

Work Orders

Schedule Identifier: GS1-SL

Item Number: #141

Retention: 3 fiscal years

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 "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

Work Schedules

Schedule Identifier: GS1-SL

Item Number: #289

Retention: 1 fiscal year after obsolete or superseded

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.

Workers' Compensation Program Administration Records

Schedule Identifier: GS1-SL

Item Number: #55

Retention: 5 calendar years

This record series documents employers' efforts to comply with workers' compensation reporting laws and rules. The series may include, but is not limited to, proof of coverage; self-insured reports; first report of injury or illness forms and associated documentation. 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.,” “INSURANCE RECORDS: AGENCY” and the applicable PERSONNEL RECORDS item.

X-Ray / Imaging Records

Schedule Identifier: GS4

Item Number: #78

Retention: 7 anniversary years after last entry

This record series consists of x-ray images, x-ray films, mammogram images, scans and other images produced for screening or diagnostic procedures. The series includes such information as the name of the patient, the type of examination, dates of the exam and the technician performing the service. See also “MAMMOGRAM IMAGES: SINGLE VISIT.”

X-Ray / Imaging System Maintenance Records

Schedule Identifier: GS4

Item Number: #98

Retention: 7 anniversary after last entry

This record series documents the operation and maintenance of x-ray systems. The series may include, but is not limited to, tube rating charts and cooling curves; record of surveys, calibrations, maintenance, modifications from the original schematics and drawings performed on the x-ray machine along with the names of persons who performed the service; correspondence relating to the x-ray systems; and logs containing the patient’s name, the type of examination and the dates the examinations were performed. Records created pursuant to Rule 64E-5.502, Florida Administrative Code, General Requirements.

911 Records: Logs

Schedule Identifier: GS1-SL

Item Number: #377

Retention: 1 anniversary year after call received

This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system, such as the Automatic Number Indicator System (ANI). 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 to ensure records are retained as long as necessary for these purposes. See also “COMMUNICATIONS AUDIO RECORDINGS,” “RADIO LOGS” and “911 COMMUNICATIONS RECORDS.”

911 Communications Records

Schedule Identifier: GS1-SL

Item Number: #434

Retention: 30 days

This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records 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 “COMMUNICATIONS AUDIO RECORDINGS,” “RADIO LOGS” and “911 RECORDS: LOGS.”

