

**UF GENERAL RECORDS SCHEDULE**

**JULY 2003**

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## **A. ADMINISTRATIVE AND MANAGEMENT RECORDS**

### **1. GENERAL ADMINISTRATIVE RECORDS**

#### **ACQUISITION RECORDS: LIBRARY (SCHEDULE GS1-S ITEM 77)**

This record series consists of information on the acquisition of library materials including: books, periodicals, filmstrips, software, compact discs, video/audio tapes, and other non-print media. This information may include the accession date and method, the publisher and cost, the date entered into the collection, dates removed from collection, and method of final disposal.

##### **RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.

#### **ADMINISTRATIVE CONVENIENCE RECORDS (SCHEDULE GS1-S ITEM 2)**

This record series consists of a subject file, generally filed alphabetically, which is located away from the official files, such as in the Director's and/or other supervisory offices. The file contains **DUPLICATES** of correspondence, reports, publications, memoranda, etc., and is used as a working or reference file on subjects which are currently significant or which may become significant in the future. The material filed in this series is **NOT** the official file or record copy, but is maintained for the convenience of the officials in carrying out their appointed duties.

##### **RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.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 Retain until obsolete, superseded or administrative value is lost.

#### **ADMINISTRATIVE SUPPORT RECORDS (SCHEDULE GS1-S ITEM 3)**

This records series consists of accumulated relative to internal administrative activities rather than the functions for which the office exists. Normally these records document procedures; the expenditure of funds, including budget material; day-to-day management of office personnel, including training and travel, supplies; office services and equipment requests and receipts; and other recorded experiences that do not serve as official documentation of the programs of the office. However, because the content of these records vary so greatly in content and value (containing some duplicates and record copies), a relatively large proportion of them are of continuing value and may be subject to the audit process. Note: Reference a more applicable records series first if one exists. **“These records may have archival value: contact Florida State Archives for archival review.”**

##### **RETENTION:**

- a) Record copy. 2 fiscal years provided applicable audits have been released; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **ANNOUNCEMENTS AND INFORMATION: ROUTINE (SCHEDULE UF 220 ITEM 1)**

This record series consists of information transmitted between parties. This information does not result in the formulation of policy or contract. It may be transmitted internally between employees, or externally, and may include but is not limited to notices of seminars, conference, or workshops, queries regarding processes or ideas, electronic journals, and general information of programs.

##### **RETENTION:**

- a) Retain until obsolete, superseded or administrative value is lost.

#### **CALENDARS (SCHEDULE GS1-S ITEM 89)**

This record series consists of a calendar showing official daily appointments and meetings.

##### **RETENTION:**

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

**COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES (SCHEDULE GS1-S ITEM 94)**

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

**RETENTION:**

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

**CORRESPONDENCE & MEMORANDA: ADMINISTRATIVE (SCHEDULE GS1-S ITEM 17)**

This record series consists of routine correspondence and memoranda of a general nature that is associated with administrative practices but that does not create policy or procedure, document the business of a particular program, or act as a receipt. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. 3 fiscal years. Contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

**CORRESPONDENCE & MEMORANDA: PROGRAM AND POLICY DEVELOPMENT (SCHEDULE GS1-S ITEM 258)**

This record series consists of correspondence and memoranda of any nature that is associated with a specific program or the development of policy and procedure. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. 5 fiscal years provided applicable audits have been released; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

**DRAFTS AND WORKING PAPERS (SCHEDULE GS1-S ITEM 242)**

This record series consists of documents, correspondence, reports, memos, and other materials in preliminary or developmental form before their iteration as a final product. Drafts may include copies of materials circulated for review for grammar, spelling, and content. Working papers may include notes and miscellaneous documents and materials used in compiling and assembling the final product. Note that some draft documents and working papers may have long-term value; such documents may even have archival or historical value. Drafts of agency mission statements or preliminary versions of policy initiatives that could have a significant effect on a state or local government agency's ability and responsibility to fulfill its function would qualify as records with a longer retention requirement. Such records might be better placed under the record series "Administrative Records: Agency/Program Heads" (GS1-S, item 122).

**RETENTION:**

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

**ELECTRONIC RECORDS SOFTWARE (SCHEDULE GS1-S ITEM 231)**

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

**RETENTION:**

- a) Record copy. 1 year after superseded.
- b) Duplicates. 1 year after discontinued.

**FACILITY RESERVATION/RENTAL RECORDS (SCHEDULE GS1-S ITEM 248)**

This record series consists of forms generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, or RV hookup to a citizen or family, private organization, or other public agency. These forms include, but are not limited to, name of renter, renter's address and telephone number, method of payment, acknowledgement of rules, liability, damage waivers, and the date and time of the rental as well as what facility or portion of a facility is to be reserved. These forms may contain a check number, corresponding receipt number, an amount as well as deposit information. There may also be a floor plan denoting the desired arrangement of tables or chairs as requested by the renter.

**RETENTION:**

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

**INFORMATION REQUEST RECORDS (SCHEDULE GS1-S ITEM 23)**

This record series consists of correspondence accumulated in answering inquires from the public. The series may include requests for publications, inspection of public records, confirmation of meeting times/dates/locations, and requests for general information (mission statement, phone list, map/directions, or employee directory). See also "CORRESPONDENCE & MEMORANDUM: ADMINISTRATIVE."

**RETENTION:**

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

**INTERN SUPERVISOR PARTICIPATION CERTIFICATES (GS5 ITEM 69)**

This record series consists of Internship Participation Certificates issued by the Board of Regents to be awarded to persons who supervise interns or students teachers. Once issued, the certificate may be used at any of the nine SUS schools and entitle bearer to one "free" term of instruction. The certificate is valid for six years from the date of issuance.

**RETENTION:**

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

**KEY AND BADGE ISSUANCE RECORDS (SCHEDULE GS1-S ITEM 189)**

This record series consists of the key control system which includes receipts for keys and security or identification badges issued by employees.

**RETENTION:**

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

**LIBRARY CIRCULATION RECORDS (SCHEDULE GS1-S ITEM 233)**

This record series consists of the transactions devised to make library materials and equipment available to the entire library clientele. It also includes delinquent records and charges, copies of incoming and outgoing interlibrary loan requests for books, magazine articles, microfilms, renewals and subject searches. These records may be maintained on an electronic database or in paper form. See also "ACQUISITION RECORDS: LIBRARY."

**RETENTION:**

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

**MAIL: UNDELIVERABLE FIRST CLASS (SCHEDULE GS1-S ITEM 1)**

This record series consists of mail from any agency mailing, returned, due to an insufficient postage or an incorrect address of the intended person or agency.

**RETENTION:**

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

**MAILING LISTS (SCHEDULE GS1-S ITEM 29)**

This record series consists of only those mailing lists not used in mailing out no cost publications, as defined in Florida Statutes Section 283.55.

**RETENTION:**

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

**MEETING NOTICES (SCHEDULE UF 220 ITEM 2)**

This record series consists of notices of meetings. Often, this series will act as an avenue to set up meetings by coordinating schedules or acting as a reminder of meetings. Formal meeting notices along with attendees, agendas, and minutes will be maintained as a separate series as scheduled in General Records Schedule GS1-S, Item 32.

**RETENTION:**

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

**MEMBERSHIP RECORDS: LIVING WELL PROGRAM (SCHEDULE UF 226 ITEM 1)**

This record series consists of Living Well Membership Files and may include but is not limited to application, health records, record of when facilities were used, and membership cards.

**RETENTION:**

- a) Record copy. Maintained at Living Well. 1 year after last renewal.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PARKING DECAL/PERMIT RECORDS (SCHEDULE GS1-S ITEM 127)**

This record series consists of parking applications for automobile and motorbike decals for employees.

**RETENTION:**

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

**PARKING TICKETS (SCHEDULE GS5 ITEM 74)**

This series consists of copies of the state uniform traffic citations issued on campus.

**RETENTION:**

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

**PERMITS: MAIL SERVICE (GS5 ITEM 75)**

This record series consists of bulk mailing permits

**RETENTION:**

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

**POSTAGE RECORDS (SCHEDULE GS1-S ITEM 133)**

This record series consists of a detailed listing showing the amount of postage used, date, unused balance and purpose. The carbon from a United Parcel Service or Federal Express package sent by your agency to another would also fit within this series.

**RETENTION:**

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

**PROGRAM/SUBJECT/REFERENCE FILES (SCHEDULE GS1-S ITEM 259)**

This record series may contain correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency unit. See also "ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS." "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost; contact Florida State Archives after minimum retention is met.
- b) Retain until obsolete, superseded or administrative value is lost.

**PROJECT FILES: FEDERAL (SCHEDULE GS1-S ITEM 137)**

This record series consists of original project contracts, agreements, awards, and line-item budgets, budget amendments, cash requests, correspondence and audit reports. (Note: Check with applicable agency and/or the Code of Federal Regulations (CFR) for any additional requirements.).

**RETENTION:**

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

**PROJECT FILES: NON-CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 138)**

This record series consists of correspondence or memorandums (incoming and outgoing), resolutions, narratives, budget revisions, survey information, change orders, computer runs and reports all pertaining to projects in progress, and contract specifications for various proposed projects sent out for bid. Files may contain materials relating to specific projects provided by the agency. See also "GRANT FILES", "PROJECT FILES: CAPITAL IMPROVEMENT", "PROJECT FILES: FEDERAL", and/or "VOUCHERS: FEDERAL PROJECTS PAID".

**RETENTION:**

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

**READING FILES (SCHEDULE UF 220 ITEM 3)**

This record series consists of duplicates of all outgoing correspondence which is filed chronologically.

**RETENTION:**

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

**RECEIPTS: REGISTERED AND CERTIFIED MAIL (SCHEDULE GS1-S ITEM 47)**

This record series consists of receipts for registered and certified mail sent out or received by a particular office.

**RETENTION:**

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

**RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS (SCHEDULE GS1-S ITEM 260)**

This record series consists of records disposition compliance forms that are initiated by the Bureau of Archives and Records Management and sent to all public agencies on an annual basis. The forms include questions regarding an agency's records disposition compliance with s. 119.041, F.S.; s. 257.36(6), F.S.; and Rule 1B-24.002, F.A.C. Each agency will receive the form at the end of their fiscal year. They are to be completed and returned to the Bureau. Information from the form will be included in a report that will be submitted to the governor and legislature at the end of the calendar year.

**RETENTION:**

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

**RECORDS DISPOSITION DOCUMENTS (SCHEDULE GS1-S ITEM 45)**

This record series consists of records disposition documentation that is in accordance with Chapters 119 and 257, F.S. NOTE: Effective January 1, 2001, all records dispositions should receive final authorization from the agency records management custodian and/or designee. These records also include disposal or transfer authorizations from records owner/custodian.

**RETENTION:**

- a) Record copy. Permanent; maintain for five years; then contact the Florida State Archives for archival review
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

**RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC (SCHEDULE GS1-S ITEM 68)**

This records series consists of the records retention forms that are submitted to the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, requesting retention requirements of public records in accordance with Florida Statutes Chapter 119 and 257.

**RETENTION:**

- a) Record copy. Permanent; Maintain for 5 years; then contact the Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**SUPPLY RECORDS (SCHEDULE GS1-S ITEM 51)**

This records series consists of documentation of a perpetual inventory of expendable supplies located in a central supply office for use by agency employees. Included in this series is a listing of all available supplies which is distributed periodically or upon request.

**RETENTION:**

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

**TELEPHONE CALL RECORDS: LONG DISTANCE (SCHEDULE GS1-S ITEM 28)**

This records series consists of documentation and logs of separately billed long distance telephone service.

**RETENTION:**

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

**TRAINING MATERIAL RECORDS (SCHEDULE GS1-S ITEM 147)**

This records series consists of materials used in training, such as films, slides, commentaries, manuals, workbooks and other related items. This records series does not include individual training records. **“These records may have archival value: contact Florida State Archives for archival review.”**

**RETENTION:**

- a) Record Copy. Retain until obsolete, superseded or administrative value is lost; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **TRANSITORY MESSAGES (SCHEDULE GS1-S ITEM 146)**

This record series consists of those records that are created primarily for the communication of information, as opposed to communications designed for the perpetuation of Knowledge. Transitory messages do not set policy, establish guidelines or procedures certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to the communication that might take place during a telephone conversation or a conversation in an office hallway. Transitory messages would include, but would not be limited to: e-mail messages with short-lived or no administrative value, voice mail, self-sticking notes, and telephone messages.

##### **RETENTION:**

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

#### **VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT (SCHEDULE GS1-L ITEM 243)**

This record series consists of written replies created in response to requests made to public agencies for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also apply to logs that are created in order to record the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

##### **RETENTION:**

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

#### **VISITOR LOGS (SCHEDULE GS1-S ITEM 54)**

This record series consists of records documenting employees' and visitors' entrance into an agency's building during and/or after office hours. The log might require a time date, signature, reason for visit, and location or person visited.

##### **RETENTION:**

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

## **2. POLICY AND PROCEDURE RECORDS**

#### **ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS (SCHEDULE GS1-S ITEM 122)**

This record series consists of office files documenting the substantive actions of elected or appointed program managers, or agency heads. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiative. This series will 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 and development and implementation. The filing of these materials together in a central unified file is encouraged. In addition, state agencies may wait until the completion of term before offering files to the Florida State Archives. **"These records may have archival value: contact Florida State Archives for archival review."**

##### **RETENTION:**

- a) Record copy. 10 years; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **COMMITTEE RECORDS (SCHEDULE GS5 ITEM 49)**

This record series consists of documents the service of individuals on university committees and boards.

##### **RETENTION:**

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

#### **DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST (SCHEDULE GS5 ITEM 51)**

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."**

##### **RETENTION:**

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

**DIRECTIVES/POLICIES/PROCEDURES (SCHEDULE GS1-S ITEM 186)**

This record series consists of the official management statements of policy for the organization, supporting documents and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. 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.”**

**RETENTION:**

- a) Record copy. 2 years after superseded or being obsolete; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MINUTES: OFFICIAL MEETINGS (AUDIO/VISUAL RECORDINGS) (SCHEDULE GS1-S ITEM 4)**

This record series consists of audio and/or video recordings of official meetings as defined in Florida Statutes Section 286.011(2).

**RETENTION:**

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

**MINUTES: OFFICIAL MEETINGS (SCHEDULE GS1-S ITEM 32)**

This record series consists of any information which is the official record of meetings as defined in Florida Statutes Section 286.011(1), which may include transcripts and/or agenda. **“These record may have archival value: contact Florida State Archives for archival review.”**

**RETENTION:**

- a) Record copy. Permanent; maintain for five years; then contact the Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MINUTES: OTHER MEETINGS (SCHEDULE GS1-S ITEM 33)**

This record series consists of minutes from all staff meetings which are not included in “MINUTES: OFFICIAL MEETINGS.” **“These records may have archival value: contact Florida State Archives for archival review.”**

**RETENTION:**

- a) Record copy. 1 year; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) (SCHEDULE GS1-S ITEM 123)**

This record series consists of supporting documents for minutes and agendas generated by official meetings.

**RETENTION:**

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

**ORGANIZATION CHARTS (SCHEDULE GS1-S ITEM 126)**

This record series consists of organizational charts that show lines of authority and responsibility agency-wide, within and between the various departments of the agency.

**RETENTION:**

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

**PROCEDURES: MANUALS (SCHEDULE GS5 ITEM 22)**

This record series consists of published documents that provide the series of steps to be followed in completing a specific task.

**RETENTION:**

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

### 3. REPORTS AND STUDIES

#### **ANNUAL REPORTS OF THE PRESIDENT (SCHEDULE GS5 ITEM 4)**

This record series consists of reports put out by the President of the college giving information and statistics on the college.

##### **RETENTION:**

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

#### **ANNUAL REPORTS: GOVERNING BODY (SCHEDULE GS1-S ITEM 253)**

This record series consists of the annual program, narrative, and statistical reports 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 Florida Statutes Section 218.32. **“These records may have archival value: contact Florida State Archives for archival review.”**

##### **RETENTION:**

- a) Record copy. Permanent. Maintain for five years then contact the Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **ANNUAL REPORTS (SCHEDULE GS5 ITEM 43)**

This record series consists of summaries of departmental, university or division activities by year.

##### **RETENTION:**

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

#### **BENEFIT DISTRIBUTION REPORTS (SCHEDULE GS5 ITEM 5)**

This record series consists of monthly benefit reports of the cost to the college for health and life coverage.

##### **RETENTION:**

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

#### **FEASIBILITY STUDY RECORDS (SCHEDULE GS1-S ITEM 106)**

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

##### **RETENTION:**

- a) Record copy. 3 years after completion of study provided applicable audits have been released; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **FOLLOW-UP SURVEYS (SCHEDULE GS5 ITEM 12)**

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

##### **RETENTION:**

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

#### **INSTITUTIONAL RESEARCH REPORTS (SCHEDULE GS5 ITEM 15)**

This record series consists of copies of institutional research reports generated by the college. Contains complete file on each research project and report. In addition, provides reports prepared routinely and by specific request to provide information about the institution and its students. **“These records may have archival value: contact Florida State Archives for archival review.”**

##### **RETENTION:**

- a) Record copy. 10 fiscal years provided applicable audits have been released; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MAMAGEMENT SURVEYS/STUDIES: INTERNAL (SCHEDULE GS1-S ITEM 30)**

This record series consists of the raw data and work papers for any survey conducted to study management issues such as client/employee satisfaction and service improvement. This data may include survey response cards, the results of telephone polls, tally sheets, opinion cards for suggestion boxes, and other records related to the study of internal operations. This does not include a consultant report. The final computation of the data is produced as a survey report and may be scheduled either as part of a FEASIBILITY STUDY, PROJECT CASE FILE, or an OPERATIONAL/STATISTICAL REPORT – depending on the nature and depth of the survey/study.

**RETENTION:**

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

**NEED ASSESSMENT RECORDS (SCHEDULE GS5 ITEM 16)**

This record series consists of results tabulated from survey questionnaires or similar procedures in a particular program area. These results suggest to the college what should be done in developing or deleting these programs.

**RETENTION:**

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

**OPERATIONAL AND STATISTICAL REPORT RECORDS: OFFICE (SCHEUDLE GS1-S ITEM 124)**

This record series consists of daily, weekly, biannual, and annual narrative and statistical reports of office operations made within and between agency departments. Also included in this series are activity reports demonstrating the productivity of an employee or the work tasks completed for a period of time (hour/daily/weekly).

**RETENTION:**

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

**PERIODIC PROGRESS REPORTS: INTERNAL (SCHEDULE GS1-L ITEM 36)**

This record series consists of internal progress reports. The series may also include supporting documents which are accumulated in compiling, reviewing, and submitting the report. See also “MANAGEMENT SURVEYS/STUDIES: INTERNAL.”

**RETENTION:**

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

**SALARY COMPARISON REPORTS (SCHEDULE GS1-S ITEM 49)**

This record series consists of a report which is distributed and provided for reference purposes only. This data is compiled to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and with positions in outside agencies. See also “POSITION DESCRIPTION RECORDS,” and “SALARY SCHEDULES.” **“These records may have archival value: contact Florida State Archives for archival review.”**

**RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits have been released; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**SALARY SCHEDULES (SCHEDULE GS1-S ITEM 240)**

This record series consists of a pay grade comparison chart or log indicating the salary classification for each position. **“These records may have archival value: contact Florida State Archives for archival review.”**

**RETENTION:**

- a) Record copy. 10 fiscal years. Contact Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**SPACE ANALYSIS RECORDS (SCHEDULE UF 187 ITEM 61)**

This record series consists of but is not limited to reports and space inventories done by the university’s space analyst.

**RETENTION:**

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

## **B. BUDGET AND FISCAL REPORTS**

### **1. AUDIT RECORDS**

#### **AUDITS: AUDITOR GENERAL (SCHEDULE GS1-S ITEM 8)**

This record series consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance. These records are created pursuant to Florida Statutes Section 11.45. **“These records may have archival value: contact Florida State Archives for archival review.”**

#### **RETENTION:**

- a) Record copy. 10 fiscal years. Contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **AUDITS: INDEPENDENT (SCHEDULE GS1-S ITEM 56)**

This record series consists of a report issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Florida Statutes Section 11.45.

#### **RETENTION:**

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

#### **AUDITS: INTERNAL (SCHEDULE GS1-S ITEM 73)**

This record series consists of a report issued by an internal auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Florida Statutes Section 11.45.

#### **RETENTION:**

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

#### **AUDITS: STATE/FEDERAL (SCHEDULE GS1-S ITEM 83)**

This record series consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Florida Statutes Section 11.45. **“These records may have archival value: contact Florida State Archives for archival review.”**

#### **RETENTION:**

- a) Record copy. 10 fiscal years. Contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

#### **AUDITS: SUPPORTING DOCUMENTS (SCHEDULE GS1-S ITEM 57)**

This record series consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization or internal management.

#### **RETENTION:**

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

### **2. BANKING RECORDS**

#### **BAD CHECK RECORDS (SCHEDULE GS1-S ITEM 9)**

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

#### **RETENTION:**

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

**BANK ACCOUNT AUTHORIZATION RECORDS (SCHEDULE GS1-L ITEM 84)**

This record series consists of an authorization to maintain a bank account and who is authorized to sign off on the account.

**RETENTION:**

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

**BANK STATEMENT RECONCILIATION (SCHEDULE GS1-L ITEM 85)**

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

**RETENTION:**

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

**CHECKS: CANCELED (SCHEDULE GS1-S ITEM 91)**

This record series consists of canceled checks issued for authorized payments or refunds. This may include the electronic transfer of funds. Retention is consistent with Florida Statute Chapter 95.11(2)(b).

**RETENTION:**

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

**CHECKS: LOG (SCHEDULE GS1-S ITEM 192)**

This record series consists of a listing of checks either received or dispersed.

**RETENTION:**

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

**CHECKS: REGISTERS (SCHEDULE GS1-S ITEM 92)**

This record series consists of a register of all checks issued which includes check number, date, amount, individual or vendor, and purpose.

**RETENTION:**

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

**CHECKS: STUBS (SCHEDULE GS1-S ITEM 93)**

This record series consists of check stubs for all checks written against the accounts administered by the agency. The stubs contain information relating to the amount of the check, to whom the check was issued, the purpose of the check, the date and the check number. Also contained on the stub is the remaining balance after the check is written and the amount of the deposits when made.

**RETENTION:**

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

**DEPOSIT/WITHDRAWAL/TRANSFER SLIPS (SCHEDULE GS1-S ITEM 96)**

This record series consists of deposit/withdrawal/ or transfer receipts and the bank validated slips showing the source of the money, amount and date of deposit/withdrawal/ or transfer. See also "CASH COLLECTION RECORDS: DAILY" and/or "RECEIPT BOOKS: CASH."

**RETENTION:**

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

**DEPOSIT TRANSMITTAL FORMS (SCHEDULE UF 187 ITEM 27)**

This record series consists of deposit transmittal forms which are used to deposit money into university accounts.

**RETENTION:**

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

### **ELECTRONIC FUNDS TRANSFER RECORDS (SCHEDULE GS1-S ITEM 245)**

This record series consists of documentation necessary to establish and maintain the electronic transfer of funds from one financial institution to another. The documentation may include, but is not limited to an agreement between the two parties; a form which lists both institutions' names, their routing numbers, the name of the account holder, and the account's authorizing signature; a canceled deposit slip or check; and the paperwork for the termination of service or transfer of service to a new institution. This series does not include the paperwork on a specific individual deposit or payment.

#### **RETENTION:**

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

## **3. BUDGET RECORDS**

### **BUDGET RECORDS: APPROVED ANNUAL BUDGET (SCHEDULE GS1-S ITEM 58)**

This record series consists of the approved annual budget and its amendments which are filed chronologically. **"These records may archival value: contact Florida State Archives for archival review."**

#### **RETENTION:**

- a) Record copy. Permanent. Maintain for five years then contact the Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

### **BUDGET RECORDS: SUPPORTING DOCUMENTS (SCHEDULE GS1-S ITEM 88)**

This record series consists of any documentation supporting budget matters.

#### **RETENTION:**

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

### **BUDGET TRANSFER FORMS (SCHEDULE GS5 ITEM 46)**

This record series consists of forms labeled Interfund Budget Transfers which document interdepartmental payments.

#### **RETENTION:**

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

### **GENERAL LEDGERS: ANNUAL SUMMARY (SCHEDULE GS1-S ITEM 117)**

This record series consists of ledgers containing accounts to which debits and credits are posted from supporting documents of original entry. It includes all permanent ledger entries. See also "JOURNAL TRANSACTIONS: (DAILY)", "JOURNAL TRANSACTIONS: (MONTHLY SUMMARY)", and/or "GENERAL LEDGERS: SUPPORTING DOCUMENTS".

#### **RETENTION:**

- a) Record copy. Permanent; maintain for five years; then contact the Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete. Superseded or administrative value is lost.

### **GENERAL LEDGERS: SUPPORTING DOCUMENTS (SCHEDULE GS1-S ITEM 118)**

This record series consists of supporting documents for ledgers containing accounts to which debits and credits are posted from supporting documents of original entry. Supporting documents may include copies of vouchers, invoices, requisitions, purchase orders, contracts, and other information. See also "JOURNAL TRANSACTIONS: (DAILY)", "JOURNAL TRANSACTIONS: (MONTHLY SUMMARY)", and/or "GENERAL LEDGERS: ANNUAL SUMMARY".

#### **RETENTION:**

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

#### 4. GENERAL FISCAL RECORDS: SOURCE AND SUPPORTING DOCUMENTS

##### **ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS (SCHEDULE GS1-S ITEM 121)**

This record series consists of documentation of disbursements and the individual items leading to the summary information. Records include the vendor name, vendor invoice and number, date of invoice, warrant number, date and the amount of the warrant.

##### **RETENTION:**

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

##### **ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY (SCHEDULE GS1-S ITEM 225)**

This record series consists of documentation of receipts and disbursements in summary. Records include the vendor name, vendor invoice and number, date of invoice, warrant number, date and the amount of the warrant.

##### **RETENTION:**

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

##### **ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS (SCHEDULE GS1-S ITEM 252)**

This record series consists of documentation of receipts and the individual items leading to the summary information. Records include the amount received, the amount credited, the payee, the service rendered or tax paid, the check and receipt number, and the date of payment.

##### **RETENTION:**

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

##### **CASH COLLECTION RECORDS (SCHEDULE GS1-S ITEM 90)**

This record series consists of, but is not limited to, daily cash listings, copies of receipts, daily cash register tapes, cash collection and deposit slips used to balance for cash deposits. See also "DEPOSIT/WITHDRAWAL/TRANSFER SLIPS" and/or "RECEIVIG REPORTS."

##### **RETENTION:**

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

##### **CASH REGISTER TAPES (SCHEDULE GS1-S ITEM 179)**

This record series consists of output media generated by an electronic cash register or electronic device. It includes tapes of daily cash or check transactions and may include refunds or rebates. See also "VALIDATING MACHINE TAPE RECORDS."

##### **RETENTION:**

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

##### **CERTIFICATION FORWARD DOCUMENTS (SCHEDULE GS1-S ITEM 13)**

This record series consists of lists of encumbrances to be applied against certified forward money which is money brought forward from the previous fiscal year for goods and services which were not received until the current fiscal year. See also "STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS" and/or ENCUMBRANCE RECORDS."

##### **RETENTION:**

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

##### **EXPENDITURE PLANS: CAPTITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 208)**

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the public agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. **"Thee records may have archival value: contact Florida State Archives for archival review."**

##### **RETENTION:**

- a) Record copy. Permanent; maintain for five years; then contact the Florida Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EXPENDITURE REPORTS (SCHEDULE GS1-S ITEM 105)**

This record series consists of documentation showing in summary fashion how agency funds, appropriate and non-appropriated are dispersed. See also "VOUCHERS: INDIVIDUAL AGENCY."

**RETENTION:**

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

**FOOD SERVICE RECORDS (SCHEDULE GS5 ITEM 13)**

This record series consists of reports of documents of operation of food service program which includes deposits, monies collected, etc.

**RETENTION:**

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

**INVOICES (SCHEDULE GS1-S ITEM 220)**

This record series consists of vendor invoices for items purchased, received or paid for.

**RETENTION:**

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

**JOURNAL TRANSACTIONS (DAILY) (SCHEDULE GS1-S ITEM 114)**

This record series consists of daily transactions documenting receipts and disbursements in summary and the individual items leading to the summary information. Record includes the vendor name, vendor invoices and number, date of invoice, warrant number, date of warrant and the amount. See also "RECEIPT BOOKS: CASH" and/or "VOUCHERS: INDIVIDUAL AGENCY."

**RETENTION:**

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

**JOURNAL TRANSACTIONS (MONTHLY SUMMARY) (SCHEDULE GS1-S ITEM 115)**

This record series consists of monthly financial transactions documenting receipts and disbursements in summary and the individual items leading to the summary information. Records include the vendor name, vendor invoice and number, date of invoice, warrant number, date of warrant and the amount. See also "RECEIPT BOOKS: CASH" and/or "VOUCHERS: INDIVIDUAL AGENCY."

**RETENTION:**

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

**PETTY CASH DOCUMENTATION RECORDS (SCHEDULE GS1-S ITEM 202)**

This record series consists of receipts, bills and monthly balances indicating amount needed for replenishing the revolving account.

**RETENTION:**

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

**RECEIPT BOOKS: CASH (SCHEDULE GS1-S ITEM 12)**

This record series consists of a copy of each receipt written for cash which is numbered sequentially and used to balance for cash deposits.

**RETENTION:**

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

**REFUND REQUESTS (SCHEDULE GS1-S ITEM 46)**

This record series consists of request for refund and a copy of the Revolving Fund warrant to document payment of the refund.

**RETENTION:**

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

**SALES TAX RECORDS (SCHEDULE UF 221 ITEM 1)**

This record series consists of but is not limited to copies of sales tax reports, back up transaction documents such as ledgers, invoices, and register tapes, and copies of Department of Revenue coupons. See Chapter 12A-1.093 F.A.C. **All areas holding copies of these records are responsible for maintaining them throughout the retention period.**

**RETENTION:**

- a) Record copy. 6 years after paid provided applicable audits have been released.

**TRAVEL RECORDS (SCHEDULE GS1-S ITEM 52)**

This record series consists of records containing detailed information pertaining to expenses incurred during travel and the authorized per diem rate indicated, unless reimbursement is to be made on the actual cost of lodging and meal allowance. The appropriate supporting documents may also be included such as itineraries and etc. with the voucher.

**RETENTION:**

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

**UTILITY CUSTOMER RECORDS (SCHEDULE GS1-L ITEM 170)**

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

**RETENTION:**

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

**VALIDATING MACHINE TAPE RECORDS (SCHEDULE GS1-S ITEM 230)**

This record series consists of tapes of daily cash or check transactions. It also includes refunds or rebates.

**RETENTION:**

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

**VENDOR FILES (SCHEDULE GS1-S ITEM 97)**

This record series consists of vendor invoices for item purchased or leased, received and paid for.

**RETENTION:**

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

**VOUCHERS: FEDERAL PROJECT PAID (SCHEDULE GS1-S ITEM 156)**

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

**RETENTION:**

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

**VOUCHERS: INDIVIDUAL AGENCY (SCHEDULE GS1-S ITEM 155)**

This record series consists of paid vouchers, supported with a copy of the requisition, a copy of the purchase order and the vendor's invoice and supporting documents. The check number and other pertinent information are posted to the voucher.

**RETENTION:**

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

**VOUCHERS: JOURNAL (SCHEDULE GS1-S ITEM 194)**

This record series is used to make special corrections, budget allocations, penned entries from financial statements and to adjust entries from preliminary to final closing.

**RETENTION:**

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

## 5. GENERAL FISCAL RECORDS & SUMMARY RECORDS AND REPORTS

### **APPOINTMENT COMMITMENT REPORT (SCHEDULE UF 187 ITEM 10)**

This record series consists of a projection of salary expenditures based on budget and existing assignments. Master records maintained by finance and accounting.

#### **RETENTION:**

- a) Retain until obsolete, superseded or administrative value is lost.

### **BALANCE SHEETS (SCHEDULE GS1-S ITEM 176)**

This record series consists of balance sheets that contain information as to what money was collected for, the amount collected, and the date.

#### **RETENTION:**

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

### **CASH CONTROL REPORTS (SCHEDULE GS5 ITEM 47)**

This record series consists of weekly computer generated report from Tallahassee listing revenue, encumbrances, expenditures, cash balances and budget balances.

#### **RETENTION:**

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

### **FINANCIAL REPORTS: MONTHLY (SCHEDULE GS5 ITEM 11)**

This record series consists of a monthly official statement of the financial status of the specific entity concerning its operation for the preceding year as required by Florida Statutes Section 218.32. A copy of the monthly statement is submitted to the Department of Banking and Finance.

#### **RETENTION:**

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

### **STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS (SCHEDULE GS1-S ITEM 50)**

This record series consists of reports of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. (Note: This description and retention period includes any records in the custody of Comptroller's Office or any computer records.)

#### **RETENTION:**

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

### **TICKETS (SOLD) REPORTS (SCHEDULE GS5 ITEM 93)**

This record series consists of reports of tickets sold for various events sponsored by the college in accordance with policies and procedures of the district board of trustees.

#### **RETENTION:**

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

## **C. BUILDING, EQUIPMENT AND MAINTENANCE RECORDS**

### **1. BUILDING AND CONSTRUCTION RECORDS**

#### **ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS (SCHEDULE GS1-S ITEM 204)**

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

#### **RETENTION:**

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

**BUILDING PLANS: COMMERCIAL (SCHEDULE GS1-L ITEM 216)**

This record series consists of graphic and engineering records that depict conceptual as well as measured information essential for the planning and construction of commercial buildings (blueprints, elevations, specification plans, etc.). The record copy is held by the local government permitting authority (Building Department). Other local governmental departments may hold duplicates for their reference use. Refer to Chapter 553, F.S.

**RETENTION:**

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

**PHYSICAL PLANT STATISTICAL REPORTS (SCHEDULE GS5 ITEM 78)**

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

**RETENTION:**

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

**PLANT SURVEY REPORTS (SCHEDULE GS5 ITEM 20)**

This record series consists of records which direct expenditure of State funds.

**RETENTION:**

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

**PROJECT FILES: CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 136)**

This record series consists of correspondence or memorandums (incoming and outgoing), drawings, resolutions, narratives, budget revisions, survey information, change orders, computer runs and reports, all pertaining to capital improvement projects in progress, construction and contract specifications for various proposed projects sent out for bid. This file may contain materials relating to specific projects, such as convention center, municipal/county library, provided by the agency.

**RETENTION:**

- a) Record copy. 15 fiscal years after completion of project.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PROJECT FILES: PRIORITY REPORTS (SCHEDULE GS5 ITEM 79)**

This record series consists of reports required by the State Board of Education giving status of construction projects-completed, in progress and projected. See also "PROJECT FILES: PROGRAM DEVELOPMENT" and/or "PROJECT FILES: REAL PROPERTY LEASES."

**RETENTION:**

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

**2. EQUIPMENT AND MAINTENANCE RECORDS**

**EQUIPMENT USAGE RECORDS (SCHEDULE GS1-S ITEM 104)**

This record series consists of hours worked, equipment cost per hour, materials, etc., used for cost figures.

**RETENTION:**

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

**FUEL USE REPORTS (SCHEDULE GS1-S ITEM 213)**

This record series consists of annual or monthly reports consisting of totals of gasoline, diesel and oil used.

**RETENTION:**

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

**MAINTENANCE RECORDS: EQUIPMENT (SCHEDULE GS1-S ITEM 21)**

This record series consists of information reflecting individual history of major equipment repair and maintenance, i.e. work orders, dates, locations, cost of parts, etc. Also, this series includes electronic equipment and devices that require program changes and repair.

**RETENTION:**

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

**MAINTENANCE RECORDS: VEHICLE (SCHEDULE GS1-S ITEM 53)**

This record series consists of maintenance records including; oil change forms, charge back slips from the maintenance shop, notices of annual maintenance, and warranty work. See also “VEHICLE RECORDS”, MAINTENANCE RECORDS: EQUIPMENT”, and/or “EQUIPMENT USAGE RECORDS”.

**RETENTION:**

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

**VEHICLE LOGS (SCHEDULE GS1-S ITEM 224)**

This record series consists of activity of vehicle used by agency personnel for daily routine business. This log shows the name of the driver, destination, stops (such as for gas) and total trip mileage. The log may also include a record of when and where a vehicle is fueled.

**RETENTION:**

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

**WORK ORDERS (SCHEDULE GS1-S ITEM 141)**

This record series consists of information reflecting the individual history of major or minor maintenance or services requiring a work order request. The work order includes dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. See “MAINTENANCE RECORDS: EQUIPMENT.”

**RETENTION:**

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

**3. PROPERTY RECORDS**

**INVENTORY RECORDS: PHYSICAL (SCHEDULE GS1-S ITEM 40)**

This record series consists of all information regarding the physical inventory of all Operating Capital Outlay (O.C.O.) items which require an identification number and tag. Included in these reports are items sold through the auctions process as well as the Fixed Inventory Report showing all property owned by the agency.

**RETENTION:**

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

**PROPERTY CONTROL RECORDS (SCHEDULE GS1-S ITEM 222)**

This record series consists of a description of all property of a non-consumable nature, the value of which is 500 dollars or more, and the normal expected life of which is 1 year or more as required by Florida Statutes Section 274.02. The record contains the class and type, number of units, make and manufacturer, year and 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. This record includes a form which is completed by the individual department when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned or stolen.

**RETENTION:**

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

**PROPERTY TRANSFER FORMS (SCHEDULE GS1-S ITEM 41)**

This record series consists of all capital and non-capital property transfer forms to declare surplus or transfer to another unit of local government or state government. This series does not include real property transfers.

**RETENTION:**

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

**UNCLAIMED PROPERTY RECORDS (SCHEDULE GS1-S ITEM 257)**

This record series consists of forms required by the State Comptroller’s Office for the registration of abandoned tangible or intangible property held by another agency. These are required under Section 717.1311(1) of the Florida Statutes. The agency holding the unclaimed property is required to maintain a list of the specific type of property, amount, name, and last known address of the owner.

**RETENTION:**

- a) Record copy. Retain 5 years after the property becomes reportable.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**VEHICLE RECORDS (SCHEDULE GS1-S ITEM 154)**

This record series consists of all pertinent records pertaining to each vehicle owned by the agency. The records usually consist of 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” and/or “VEHICLE LOGS.”

**RETENTION:**

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

**D. CURRICULUM AND INSTRUCTION RECORDS**

**ACCREDITATION RECORDS: ACCREDITATION REPORT (SCHEDULE GS5 ITEM 37)**

This record series consists of accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school.

**RETENTION:**

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

**ACCREDITATION RECORDS: FINAL SELF-STUDY (SCHEDULE GS5 ITEM 38)**

This record series consists of final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school.

**RETENTION:**

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

**ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL (SCHEDULE GS5 ITEM 2)**

This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation.

**RETENTION:**

- a) Record copy. 10 years after final action provide applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**ACCREDITATION RECORDS: SUPPORTING DOCUMENTS (SCHEDULE GS5 ITEM 39)**

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 documentation.

**RETENTION:**

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

**CLASS, COURSE, ROOM AND FACULTY SCHEDULES (SCHEDULE GS5 ITEM 48)**

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

**RETENTION:**

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

**CLASS FILES (SCHEDULE UF 187 ITEM 21)**

This record series contains records related to the overall performance of each class for comparative study, files by class year. Includes but is not limited to class grade records, class rolls, class statistical reports, tests, and duplicate student records.

**RETENTION:**

- a) Record copy. 1 year after graduation.

**CLASS ROLLS (SCHEDULE GS5 ITEM 6)**

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

**RETENTION:**

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

**COURSE AND PROGRAM RECORDS (SCHEDULE GS5 ITEM 50)**

This record series consists of course descriptions, outlines, program documentation, policies, plans for use of special media, outside instructional materials, sampling of student evaluation tools, and other actions related to each course and program.

**RETENTION:**

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

**EXAMINATION MATERIALS: NON-STANDARDIZED (STUDENT) (SCHEDULE GS5 ITEM 56)**

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 records series includes those tests administered by the teacher.

**RETENTION:**

- a) Record copy. 1 semester after expiration of appeal process.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EXAMINATION MATERIALS: STANDARDIZED (STUDENT) (SCHEDULE GS5 ITEM 57)**

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. This records series also includes those tests administered by the teacher.

**RETENTION:**

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

**INSTRUCTOR EVALUATIONS (SCHEDULE GS5 ITEM 68)**

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

**RETENTION:**

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

**PROJECT FILES: PROGRAM DEVELOPMENT (SCHEDULE GS5 ITEM 23)**

This record series consists of the evaluations and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs. Also, Project's Records includes researching, planning, designing, and evaluating files; salary payments; and purchasing of instructional equipment.

**RETENTION:**

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

**TRAINING RECORDS: INSTRUCTOR (SCHEDULE GS5 ITEM 34)**

This record series consists of a record for each course that is taught by the college. It may include the schedules, course material and any development material.

**RETENTION:**

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

**E. GRANT RECORDS**

**GRANT FILES: FUNDED (SCHEDULE GS5 ITEM 63)**

This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of funded grant funds.

**RETENTION:**

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

**GRANT FILES: GEPA-RELATED (SCHEDULE GS5 ITEM 64)**

This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of GEPA-related grant funds.

**RETENTION:**

- a) Record copy. 5 years after completion of grant provide applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**F. HEALTH, HEALTH PROVIDER AND SAFETY RECORDS**

**ACCIDENT RECORDS: STUDENT/EMPLOYEE (SCHEDULE GS5 ITEM 36)**

This record series consists of documentation of student or employee having an accident on college grounds, in the building or in college activities.

**RETENTION:**

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

**ACCREDITATION RECORDS: SURVEY AND INSPECTION REPORT (Schedule GS4 Item 1)**

This record series consists of accreditation survey results, inspection reports by accrediting institutions, notices of corrections, correction reports, and in-house surveys and testing done prior to the actual accreditation survey. Also included in this series are public notices required by accrediting organizations, public hearing transcripts, and any additional supporting materials necessary for the survey, inspection, and correction of deficiencies. This applies to all certifying agencies, whether state, federal or professional organizations. This series may be used by a specific department or for the hospital as a whole. *This series may have archival value.*

**RETENTION:**

- a) Record copy. 5 years after next accreditation report is issued.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**ADMISSION REPORTS: STATISTICAL (Schedule GS4 Item 2)**

This record series consists of statistical admission reports. These reports do not give personal identifying information such as name and address. These reports contain statistical data used to abstract various factors. Data may include the number of patients in a particular ward such as maternity or intensive care, the number of patients admitted for each hour of the day, the number of trauma patients in a day, etc.

**RETENTION:**

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

**AIR SAMPLING AND BIOASSAYS (Schedule GS4 Item 107)**

This series consists of the results of air sampling and bioassays as well as surveys conducted in the radiology section which are sufficient enough to identify potential hazards, permit proper equipment selection, estimate exposure levels, and to evaluate actual intake levels. The air sampling, surveys, and bioassays are part of the required Respiratory Protection Program. 10D-91.471 & 10D-91.452, FAC

**RETENTION:**

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

**AUDITS: RADIATION PROTECTION PROGRAM (Schedule GS4 Item 108)**

This record series consists of any audits or reviews conducted by the state or federal government, a consultant, or radiology provider on the Radiation Protection Program. The audit or review evaluates the program's content and implementation. Proof of corrective actions may also be included in this series. 10D-91.470, FAC

**RETENTION:**

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

**BIOMEDICAL WASTE RECORDS (Schedule GS4 Item 96)**

This record series consists of: training records, which document that staff members were instructed on the proper handling and disposition of biomedical wastes; copies of signed biomedical tracking forms generated by the disposing agency and signed by the owner/operator of the destination facility as required by 40 CFR 259.52; exception forms required by biomedical waste procedures under 40 CFR 259.55c; original mail receipts generated when an agency transports regulated medical waste by the U.S. Postal Service as well as the return receipt; and the shipment log maintained by the original generating point and any central receiving facilities. Shipment logs contain the date of shipment, the quantity by weight and the category of waste shipped, the address and location of the central collection point and the original generating point, signatures as required, and the date of receipt by a central receiving point. This log may also contain the name and address of the transporter and the transporter's state permit or license number. The exception form is completed by a generator if they do not receive a completed signed copy of the tracking form from the owner/operator of the destination facility within 45 days after shipment. The exception form is submitted to the EPA Regional Administrator and the appropriate state agency. This form includes a legible copy of the tracking form for which there is no confirmation of delivery and a signed cover letter explaining the generator's efforts in locating the waste and the results of those efforts. 10D-104.003, FAC and 40 CFR 259.54, .55, 60

**RETENTION:**

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

**BIRTH RECORDS/CERTIFICATES (Schedule GS4 Item 6)**

This record series consists of vital birth records and certificates filed with state registrar of vital statistics. This series may include any birth record, or amendments thereto, in certificate form or in report form as collected by the county health officer, as well as the penny post cards issued in the 1900s and the birth ledgers of cities created before the Bureau of Vital Statistics.

*This series may have archival value.*

**RETENTION:**

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

**BIRTH REPORTS (Schedule GS4 Item 102)**

This record series consists of reports submitted by the medical facility to the County Public Health Unit every five days on diskette. The report contains all necessary information for the completion of the birth certificate including baby's name, weight, height, time/date/location of birth and information on the baby's parents. The record copy is retained by the Office of Vital Statistics for the generation of a birth certificate. Copies of this report maintained by the hospital are duplicates.

**RETENTION:**

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

**BLOOD BANK RECORDS (Schedule GS4 Item 122)**

This record series consists of documents maintained in a blood bank which record the donor information, storage and distribution of the product, compatibility testing, quality control records, transfusion reaction reports and complaints, and general records. This series also includes the logs which indicate on-hand inventory and notices of emergency shortages. General records are described as records of the sterilization of supplies and reagents, responsible personnel, errors and accidents, maintenance of equipment and the physical plant, and the expiration dates of supplies and reagents. Quality control records include: calibration and standardization of equipment, performance checks, periodic check of sterile technique, and periodic tests of the capacity of shipping containers to maintain the proper temperature. Compatibility tests include the results of cross-matching, antibody screenings, and the results of confirmation testing. Storage and distribution records include: the distribution and disposition of the blood product; visual inspection of whole blood and red blood cells during storage and immediately before distribution; storage temperature control and initialed temperature log or recorder chart; and emergency releases of blood including a physician's signature. Donor records include: donor selection, informed consent, medical interview and examination, permanent and temporary deferrals, donor adverse reaction complaints and reports, investigation and follow-up, therapeutic bleedings, immunization, and blood collection including phlebotomist's name. This series relates to JCAHCO standard QC5.1.7. THE RETENTION IS 6 MONTHS AFTER THE PRODUCT'S EXPIRATION DATE; HOWEVER, IF THERE IS NO EXPIRATION DATE, THE RECORDS ARE RETAINED PERMANENTLY. 21 CFR 606.160, .165, .170, and .151

**RETENTION:**

- a) Record copy. 186 days after expiration.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CANCER REGISTRY REPORTS (Schedule GS4 Item 10)**

This record series consists of cancer registry reports which were required by HRS in 1972 and discontinued in 1977. These reports are no longer created but may still be in storage. The report identified the type of cancer, its growth and location, the treatments prescribed and their effectiveness, and the age, gender, and race of the patient.

**RETENTION:**

- a) Record copy. 75 calendar years after last entry; microfilm optional.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**COMPLAINT RECORDS: MAMMOGRAPHY FACILITY (Schedule GS4 Item 91)**

This record series consists of the complaint filed by an employee or patient against a mammography provider and the results of the accrediting body's investigations. 21 CFR 900.4 and 95.11. F.S.

**RETENTION:**

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

**COST CONTAINMENT REPORTS (Schedule GS4 Item 20)**

This record series consists of Cost Containment and Prior Year Actual Reports submitted by a medical provider to AHCA, formerly called the Hospital Cost Containment Board, in compliance with the Florida Hospital Uniform Reporting System. These reports are required under FAC Rule 59E-5.103.

**RETENTION:**

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

**DEATH CERTIFICATES (Schedule GS4 Item 22)**

This record series consists of death certificates. The record (master) copy should be filed with state registrar of vital statistics or county health officer. The duplicate should be filed in the patient's medical file. This series may have archival value.

**RETENTION:**

- a) Record copy. Permanent; microfilm optional.
- b) Duplicates. Retain as long as the item relates to.

**DELIVERY ROOM LOGS (Schedule GS4 Item 23)**

This record series consists of a log detailing in chronological order the names of who utilized the delivery room and when. The log then cross references this information with a patient identification number for tracking and billing purposes. These logs are primarily paper-based, although a more sophisticated form could exist in a computerized environment.

**RETENTION:**

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

**DIETARY RECIPE RECORDS: STANDARDIZED (Schedule GS4 Item 28)**

This record series consists of standardized dietary recipe records used in the preparation of patient meals by the kitchen staff. Recipes records may include a nutritional analysis, ingredients list, and serving size notation.

**RETENTION:**

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

**DIETITION CONSULTING: INSTITUTIONS (Schedule GS4 Item 111)**

This record series consists of annual summaries provided by a nutritionist or dietitian to health care facilities and group homes which do not have a professional on staff. These summaries evaluate the menus, sanitation, policies and procedures, and recommend modifications for the food preparation and service department. 10F-6.010. FAC

**RETENTION:**

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

**DISASTER PREPAREDNESS PLANS (SCHEDULE GS1-S ITEM 210)**

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. See also "DIRECTIVES/POLICIES/PROCEDURES."

**RETENTION:**

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

**EKG/EEG/FETAL HEART MONITOR STRIPS (Schedule GS4 Item 118)**

This record series consists of the actual strips generated by various vital sign monitors and testing devices where a report or interpretation has been recorded in the patient medical record. This series does NOT apply to strips generated where no report of their content is contained within the patient's medical file. In those cases the strips would take the retention of the patient medical record.

**RETENTION:**

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

**FINAL TEST REPORTS: PATHOLOGY (Schedule GS4 Item 85)**

This record series consists of the legally reproduced copies of each test result and preliminary reports on pathology testing. This series is specific to pathology, histology, and cytology records. Documentation includes all the information recorded on the test requisition plus the specimen's accession number, the date and time the lab received the specimen, the condition and disposition of samples which do not meet the lab's acceptance standards, the records and dates of performance of each step in the patient testing leading to and including the final report. 42 CFR 493.1101

**RETENTION:**

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

**GUNSHOT WOUND REPORTS: HOSPITAL COPY (Schedule GS4 Item 128)**

This record series consists of a report made by any physician, nurse, or employee thereof, who knowingly treats any person suffering from a gunshot wound or other wound indicating violence or receives a request for such treatment. This report is made to the county where the request for treatment is placed or care is rendered. The record copy is retained by the medical provider. The sheriff's copy is scheduled in the GS2 for Law Enforcement Agencies.

**RETENTION:**

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

**HEALTH RECORDS: BLOOD BORNE PATOGEN/ASBESTOS/EXPSOURE (SCHEDULE GS1-S ITEM 246)**

This record series consists of medical records of employees who may have or did come into contact with blood or other potentially hazardous materials. These confidential records include 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 which may be related to the exposure, and a copy of information provided to the healthcare professional. This record series can also consist of documents which record the exposure of possible exposure of an employee to a blood borne pathogen, contagion, radiation and chemicals above the acceptable limits or dosage. These documents may include 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. Please refer to 29 CFR 1910.20. Please refer to CFR 1910.1030.

**RETENTION:**

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

**INCIDENT RECORDS (Schedule GS4 Item 40)**

This record series consists of a report of an unusual incident which is recorded by a witness to the incident in a formal manner such as a log, event book, incident form, etc. The incident report includes: the time, date, and location of the event; the nature of the incident; the persons involved and names of witnesses; a description of the events which took place; the time police, security, EMS, or the fire department was called and by whom; the supervisor on duty; the types of equipment used and by whom; and remarks on whether follow-up by the next shift is necessary. This series may be used to report security or injury incidents or to note disturbances in the work place such as fire alarms, roof leak, computer and power outages, car alarms, and other events. SEE ALSO "RISK MANAGEMENT REPORTS: INTERNAL".

**RETENTION:**

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

**INFECTION CONTROL PROGRAM: REPORTS (Schedule GS4 Item 74)**

This record series consists of surgical infection investigation reports, training course content and the review and evaluation of all septic, isolation, and sanitation techniques used in the medical facility. Also included in this series are reports on an employee who may have or has been exposed to a communicable disease, their work restrictions, and estimated date of reinstatement. These reports are part of the agency's attempt to identify, report, evaluate, and maintain records of infections. 59A-3.215, FAC. SEE ALSO "RISK MANAGEMENT REPORTS: INTERNAL".

**RETENTION:**

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

**INSPECTIONS: RADIOLOGY SECTION (Schedule GS4 Item 101)**

This record series consists of the results of a federal, state, or consulting physicist's inspection of the radiological services section, as well as the records of any actions taken to correct the identified deficiencies. 59A-2.228, FAC

**RETENTION:**

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

**INSPECTION RECORDS: FIRE/SECURITY/SAFETY (SCHEDULE GS1-S ITEM 193)**

This record series consists of inspection reports for fire, security, and safety.

**RETENTION:**

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

**INSPECTION REPORTS: FIRE EXTINGUISHER (SCHEDULE GS1-S ITEM 219)**

This record series consists of OSHA required annual fire extinguisher inspection reports.

**RETENTION:**

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

**INVENTORY RECORDS: DRUG (Schedule GS4 Item 127)**

This record series consists of all required inventories pertaining to drugs held by health care providers, including pharmacists and EMS units. This series contains records for controlled substances classifications I, II, III, IV, and V, and applies to practitioners, institutions, and pharmacies. In the case of an EMS unit, inventories of each controlled substance placed on or removed from the vehicle are conducted at the beginning and ending of each shift. A written log with consecutive and permanently numbered pages accompanies the inventory. The log shall specify: the vehicle number; the name of the employee conducting the inventory; the date and time of the inventory; the name, weight, volume or quantity, and expiration date of each substance; the run report number if applicable; each amount administered; the printed name and signature of the administering paramedic or other authorized licensed official; and the printed name and signature of persons witnessing the disposal of unused portions. Pharmacies should maintain an inventory of all controlled substances received which shows the date receipt, the name and address of the sender, and the kind and quantity of controlled substances received. Pharmacies must record all controlled substances sold, administered, dispensed, or otherwise disposed of, including the date of sale, administration, or dispensing. This record should also include the correct name and address of the person to whom dispensed, or the owner and species of animal for which sold, administered, or dispensed. Documentation and inventorying of all out-dated drugs, their segregation from all other drugs, and either their return to the manufacturer or distributor or their destruction are also part of this record series. 499.0121 and 893.07, FS and 21 CFR 1304.04

**RETENTION:**

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

**INVENTORY: SEALED RADIATION SOURCES (Schedule GS4 Item 115)**

This record series consists of the results of quarterly physical inventories which account for all sealed sources received or possessed under an appropriate license. This series details the quantities and kinds of radioactive material, the location of sealed sources, the date of the inventory, and the name of the staff member conducting the inventory. 10D-91.508, FAC

**RETENTION:**

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

**MAINTENANCE/INSPECTION: RADIOGRAPHIC DEVICES (Schedule GS4 Item 116)**

This record series consists of quarterly inspections and maintenance of radiographic devices, storage containers, and source changers to assure proper functioning of these components. Maintenance is in accordance with the manufacturer's specifications. This series may also show that equipment was removed from service because damage during inspection was noted. This series does not include major repairs, parts replacement, or annual testing. 10D-91.510, FAC

**RETENTION:**

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

**MAMMOGRAM FILM: SINGLE VISIT (Schedule GS4 Item 90)**

This record series consists of the x-ray film taken to identify breast cancer in women, provided that this is the ONLY mammogram of the patient at this facility. This retention is for the actual film not the radiologist's interpretation of film. The interpretation is part of the Patient Medical Record. Retention for the films of patients who have had MORE than one mammogram at the facility are located under item 78 "X-ray Films". This retention period was set by the federal Mammography Quality Standards Act.

**RETENTION:**

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

**MANUALS, DIRECTIVES, PROCEDURES, POLICIES: SUPERSEDED (Schedule GS4 Item 120)**

This record series consists of superseded, out-of-date manuals, policies, directives, procedures, and publications which have created or impacted medical procedure, policy, or operations in a health care facility. These records demonstrate the operational atmosphere and give guidance to medical staff on the care and treatment of a patient. These records are vital to malpractice cases as they establish the conditions under which care was provided. Examples include nursing plans, dietary manuals, and risk management plans. 95.11, F.S. *This series may have archival value.*

**RETENTION:**

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

**MASTER PATIENT INDEXES (Schedule GS4 Item 49)**

This record series consists of the patient's name, patient number, date of birth, date of admission, and the date of discharge, where applicable. Some institutions may include the patient's address and the diagnosis as part of this record. This record series may be entered on index cards or a computerized system. *This series may have archival value.*

**RETENTION:**

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

**MATERIALS SAFETY RECORDS (SCHEDULE GS1-S ITEM 227)**

This record series consists of a list of toxic substances to which an employee is, has been, or may be exposed to during the course of their employment with an employer who manufactures, produces, uses, applies or stores toxic substances in the work place.

**RETENTION:**

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

**MEASUREMENTS/CALCULATIONS: ENVIRONMENTAL EXPOSURE (Schedule GS4 Item 123)**

This record series consists of the results of measurements and calculations used to evaluate the release of radioactive effluents into the environment. These results may be used to correct environmental damage to a specific location. 10D-91.471 FAC.

**RETENTION:**

- a) Record copy. 1 year after expiration or termination of facility license.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MEDICAL RECORDS (SCHEDULE GS1-S ITEM 212)**

This record series consists of routine health examination records for insurance or employment. These may include stress, blood, and physical tests. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE", and/or "PERSONNEL RECORDS".

**RETENTION:**

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

**MEDICAL RECORDS: STUDENT (SCHEDULE GS4 ITEM 80)**

FOR A DETAILED DESCRIPTION SEE "PATIENT MEDICAL RECORD" in GS4 Item 80.

**RETENTION:**

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

**MEDICARE/MEDICAID RECORDS (Schedule GS4 Item 132)**

This record series consists of all financial, administrative and program records associated with Medicare and Medicaid claims, reimbursement, and client activities. 409.907 and .913 F.S.

**RETENTION:**

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

**MEDICARE/MEDICAID RECORDS: COUNTY HEALTH DEPARTMENTS (Schedule GS4 Item 134)**

This record series consists of all financial, administrative and program records associated with Medicare and Medicaid claims, reimbursement, and client activities for County Health Departments under the Department of Health. FAC Rule 59G-4.055(7).

**RETENTION:**

- a) Record copy. 6 fiscal years provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MENUS (Schedule GS4 Item 54)**

This record series consists of the menus of actual food served by an intermediate care facility for the mentally handicapped, elder care facility, hospital, or other healthcare provider with food service capabilities. The menus list the variety of food choices available for a given meal or snack on a given day at a certain time. The dietitian's name, the date, and the average portion size may also be indicated. The meal and snack schedule should note the time and length of food service. 42 CFR 483.480 and 58A-5.020, FAC.

**RETENTION:**

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

**MINUTES: AIR AMBULANCE SAFETY COMMITTEE (Schedule GS4 Item 125)**

This record series consists of the minutes taken during an air ambulance provider's safety committee meetings. Air medical providers are required by 10D-66.051(19), FAC, to hold quarterly safety committee meetings for the review of safety policies and procedures, unusual occurrences, safety issues, and audit compliance. This series may have archival value.

**RETENTION:**

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

**MONITORING RECORDS: PACKAGES OF RADIOACTIVE MATERIALS (Schedule GS4 Item 104)**

This record series consists of the results of calibrations required when a package containing radioactive materials is received by the radiology section. The section is required to monitor the package for radioactive contamination and excessive levels. The monitoring record would record the date and time a package was received, the time and date of calibration, the results and levels of the test, the name of the person who performed the test, as well as the time and date of notification of the carrier and the Department of Health if contamination or excessive levels exist. 10D-91.460 and 10D-91.471, FAC.

**RETENTION:**

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

**ON-SITE INCINERATOR RECORDS (Schedule GS4 Item 97)**

This record series consists of acceptance records, the on-site incinerator form, and the operating log for an on-site incinerator. Acceptance records include documents which record the arrival of regulated medical waste to the on-site incinerator for disposal. Recorded in these documents are the date of acceptance, the state permit or license number of the transporter, the total weight of waste accepted, and the signature of the receiver. The operating log includes the date of each incineration cycle, the length of the cycle, the total weight of waste incinerated per cycle, and an estimate of the weight of regulated medical waste incinerated per cycle. The on-site incinerator form is maintained by the operator and summarizes the information collected in the operating log. It includes the facility name, address, and location; facility type; contact person; waste feed information; and the total number of incinerators at the facility. This report must be certified as required. 40 CFR 259.61 and .62.

**RETENTION:**

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

**OPERATION INDEXES (Schedule GS4 Item 60)**

This record series consists of indexes of surgical operations performed at the facility. These indexes may include in-patient as well as out-patient procedures, the name of surgeon or physician, the patient's name, and the time and date of the surgery. These indexes cross-reference the use of the OR against a unique patient identification number for tracking and billing purposes. This series may have archival value.

**RETENTION:**

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

**PATIENT MEDICAL RECORD (Schedule GS4 Item 80)**

This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/dental/nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and may contain the following information: identification data; chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and pre-operative diagnosis; clinical laboratory reports; radiology, diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnoses and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient's needs; certification of transfer of patient between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy of form "Public Baker Act Service Eligibility;" physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported – the actual tracings are included; infant screening test reports; nuclear medicine reports; x-ray interpretation records; growth charts and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case-by-case basis and under the recommendation of a professional or medical standards organization. DO NOT USE THIS ITEM FOR TUBERCULOSIS PATIENT MEDICAL RECORDS. 59A-3.214, FAC. This series may have archival value.

**RETENTION:**

- a) Records copy. 7 years after last entry.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PATIENT MEDICAL RECORD: CHILDREN UNDER ONE YEAR OF AGE (Schedule GS4 Item 130)**

This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/dental/nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and may contain the following information: identification data; chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and pre-operative diagnosis; clinical laboratory reports; radiology, diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnosis and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient's needs; certification of transfer of patient between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake interviews; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy of the form "Public Baker Act Service Eligibility;" physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families" forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported – the actual tracings are included; infant screening test reports; nuclear medicine reports; x-ray interpretation records; growth charts and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case by case basis and under the recommendation of a professional or medical standards organization. 95.11(4)(b), F.S. *This series may have archival value.* DO NOT USE THIS ITEM FOR TUBERCULOSIS PATIENT RECORDS.

**RETENTION:**

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

**PATIENT MEDICAL RECORD: NURSING HOME MINORS (Schedule GS4 Item 133)**

This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/dental/nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and may contain the following information: identification data; chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and pre-operative diagnosis; clinical laboratory reports; radiology, diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnosis and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient's needs; certification of transfer of patient between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake interviews; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy of the form "Public Baker Act Service Eligibility;" physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families" forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported – the actual tracings are included; infant screening test reports; nuclear medicine reports; x-ray interpretation records; growth charts and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case by case basis and under the recommendation of a professional or medical standards organization. 59A-4.118, FAC and s. 95.11, F.S. *This series may have archival value.* **DO NOT USE THIS ITEM FOR TUBERCULOSIS PATIENT RECORDS.**

**RETENTION:**

- c) Record copy. Retain until 24 years of age or 7 years after last entry, whichever is longer.
- d) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PATIENT RECORDS: PHARMACY (Schedule GS4 Item 129)**

This record series consists of a patient record system maintained by all pharmacies for patients to whom new or refill prescriptions are dispensed. This series includes the patient's full name, address, telephone number, age or date of birth, gender, a list of all new or refill prescriptions from previous providers, and any comments on patient's therapy. Allergies, drug reactions, idiosyncrasies, chronic conditions, disease states, and notes on medical devices and existing conditions may also be recorded. This record may be maintained in hard copy or computerized formats. 59X-27.800, 59X-28.140, 59X-28.150, FAC.

**RETENTION:**

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

**PATIENT TESTING: IMMUNOHEMATOLOGY RECORDS (Schedule GS4 Item 84)**

This record series consists of the documents which record each step in the processing, testing, and reporting of patient specimens to assure the accuracy of the testing. Documentation included all the information recorded on the test requisition plus the accession number of the specimen, the date and time of the specimen's receipt by the lab, the condition and disposition of the specimens which do not meet the lab's acceptance standards, and the records and dates of performance of each step in the patient testing leading to an including the final report. This record series is specific to immunohematology and histocompatibility records. 42 CFR 493.1101.

**RETENTION:**

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

**PATIENT TESTS: LABORATORY COPY (Schedule GS4 Item 83)**

This record series consists of the documents which record each step in the processing, testing, and reporting of patient specimens to assure the accuracy of testing. Documentation includes all the information recorded on the test requisition plus the accession number of the specimen, the date and time of the lab's receipt of the specimen, the condition and disposition of the specimens which do not meet the lab's acceptance criteria, and the records and dates of performance of each step of the patient testing leading to and including the final report. This series also documents the loan or referral of slides to another laboratory and is relevant to JCAHCO standard QC4.6. This retention does not apply to pathology and immunohematology testing. 42 CFR 493.1101.

**RETENTION:**

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

**PERFORMANCE REPORTS: PROFICIENCY TESTING FACILITY (Schedule GS4 Item 94)**

This record series consists of reports issued on each laboratory's performances for the individual Medicare, Medicaid, and CLIA-licensed specialty or sub-specialty of service after a proficiency test is performed. Duplicate copies of these reports are also sent to Health and Human Services, the laboratory which was tested, and the state survey agency. 42 CFR 493.903.

**RETENTION:**

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

**PLANNED SPECIAL EXPOSURE: RADIOLOGY (Schedule GS4 Item 112)**

This record series consists of records on each planned special exposure. These records may include, but are not limited to, the exceptional circumstances requiring the exposure; the name of the official who authorized the exposure and a copy of the signed order; which actions were necessary; why the actions were necessary; what precautions were taken to assure that doses were maintained in accordance with standard; what individual and collective doses were expected to result in; and the dose actually received during exposure. 10D-91.474, FAC.

**RETENTION:**

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

**PRESCRIPTION RECORDS (Schedule GS4 Item 64)**

This record series consists of a written prescription which is retained by the pharmacist in the pharmacy from which it is filled. The prescription includes: the full name and address of the patient; the full name and address of the prescribing practitioner and his federal controlled substance registry number; the name of the substance prescribed, its quantity and strength and the directions for its use; the prescription number; and the initials of the pharmacist and the date filled. s. 893.04, FS and 59X-28.140, FAC.

**RETENTION:**

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

**PROCESSING RECORDS: BLOOD BANK (Schedule GS4 Item 121)**

This record series consists of blood bank records which monitor the process by which blood products are made available for use. Processing records include: blood processing, including the results and interpretation of all tests and re-tests; component preparation, including all relevant dates and times; separation and pooling of recovered plasma; the centrifugation and pooling of source plasma; and the labeling of the product including the initials of the processor. 21 CFR 606.151.

**RETENTION:**

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

**PROFICIENCY TESTING: LABORATORIES (Schedule GS4 Item 93)**

This record series consists of documents which attest to the handling, preparation, processing, examination, and each step in the testing and reporting of results for all proficiency testing samples, including a copy of the proficiency testing program report forms used to record the test results. This series also features all documents which reflect the necessary training and technical assistance appropriate to correcting the problems associated with proficiency testing failures. 42 CFR 493.801 and .823.

**RETENTION:**

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

**QUALITY CONTROL RECORDS: IMMUNOHMATOLOGY (Schedule GS4 Item 82)**

This record series consists of all documentation which attests to the quality control requirements specified in 42 CFR 93.1203 through 493.1285. Included in this series are all records which document that the quality control samples were tested in the same exact manner as the regular patient samples. This series is only for the quality control records of immunohematology samples. 42 CFR 493.1221 and 21 CFR 606.

**RETENTION:**

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

**QUALITY CONTROL RECORDS: LABORATORIES (Schedule GS4 Item 81)**

This record series consists of all documentation which attests to the quality control requirements specified in 42 CFR 93.1203 through 493.1285. Included in this series are all the records of each step in the processing and testing of the quality control samples to assure that the quality control samples are tested in the same exact manner as the regular patient samples. This series does not apply to testing of immunohatology samples. 42 CFR 493.1221.

**RETENTION:**

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

**QUALITY CONTROL SURVEY: MAMMOGRAPHY FACILITY (Schedule GS4 Item 92)**

This record series consists of the reports of the surveys conducted annually to assure that the facility meets specified quality control and equipment standards. 21 CFR 900.12.

**RETENTION:**

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

**RADIATION DETECTION INSTRUMENTATION (Schedule GS4 Item 86)**

This record series consists of documents which record the dates and times of the calibration of radiation detection instruments as well as the name of the individual performing the calibration. These are the instruments which measure radiation levels in the environment, on humans, and objects. This series also includes any repair to the instrumentation including the date and time of inspection, the problem located, the out of service dates, and the date of its return. 59A-3.228, FAC.

**RETENTION:**

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

**RADIATION EQUIPMENT: MINOR MAINTENANCE (Schedule GS4 Item 87)**

This record series consists of documentation of all minor maintenance, daily function checks, and instrument calibration performed in accordance with the manufacturer's instructions on the testing equipment operated by a testing facility, hospital, or clinic. This series does not cover major repairs, parts replacement, or annual maintenance. This series is equivalent to JCAHCO standard EC1.6. 59A-6.022, FAC.

**RETENTION:**

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

**RADIATION MONITORING RECORDS: HUMAN EXPOSURE (Schedule GS4 Item 88)**

This record series consists of documents which record the annual doses received by individuals for whom monitoring is required as specified in 10D-91.446, FAC, and the doses received during planned special exposures, accidents, and emergency conditions. Eligible persons include adults and minors who receive in excess of their limitations in a single year and individuals entering a high or very high radiation area. When applicable, these records should contain: the deep dose equivalent to the whole body, eye dose equivalent, shallow dose equivalent to the skin and extremities, the estimated intake of radionuclides; the committed effective dose equivalent assigned to the intake of radionuclides; the specific information used to calculate the committed dose; the total effective dose; and the total of the deep dose and committed dose to the organ receiving the highest total dose. This series also includes documents which record the radiation dose to an embryo or fetus and the expectant mother. These documents note the name of the mother, the date of treatment, the organ receiving the highest dose, and the name of the staff member performing the therapy. The Declaration of Pregnancy may be filed separately from the dosage records and contains a formal acknowledgement by the mother that she is expecting. The form gives an estimated conception date and is designed to alert the staff to pregnancy. This series also includes the results of measurements and calculations used to determine individual intakes of radioactive materials and used in the assessment of the internal dose. Surveys of radiation for the purpose of determining an individual's dose from external sources are also included. These surveys are used in the assessment of individual dose equivalents in the absence of or in combination with individual monitoring data. 10D-91.446, 10D-91.471, 10D-91.475, 10D-91.518 and 59A-3.228, FAC.

**RETENTION:**

- a) Record copy. 1 year after the termination or expiration of license.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**RADIATION PROTECTION PROGRAM (Schedule GS4 Item 124)**

This record series consists of the written provisions of a radiation protection program designed to prevent unnecessary radiological exposure to humans and the environment. This series relates to JCAHCO QC13.1. 10D-91.470, FAC.

**RETENTION:**

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

**RADIOACTIVE WASTE DISPOSAL RECORDS (Schedule GS4 Item 89)**

This record series consists of documents which record the disposal of radioactive waste and by-products by the radiology section. These records may include 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. 10D-91.477 and 59A-3.228, FAC.

**RETENTION:**

- a) Record copy. 1 year after the termination or expiration of license.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**RADIOACTIVE WASTE DISPOSAL RECORDS: NON-SEALED SOURCE (Schedule GS4 Item 113)**

This record series consists of reports which document the disposal of any radioactive material which is not a sealed source and has a physical half life of less than 90 days. This report contains the date of disposal, the date the material was placed in storage, the radionuclides disposed of, 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. 10D-91.465, 10D-91.477, and 10D-91.732, FAC.

**RETENTION:**

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

**REQUISITIONS: LABORATORY TESTS (Schedule GS4 Item 95)**

This record series consists of all requisitions authorizing a laboratory to perform tests on a sample. These requisitions may be in an electronic or written format. Included in a requisition are the patient's name or identification number, the name or identifier of who ordered the test, the date and time of the specimen collection, the source of the specimen, the patient's gender and age or date of birth, and pertinent clinical information. For pap smears the requisition also requires that the last date of menstruation, history of abnormal smears, treatment of biopsy, and risk factors for cervical cancer. The record copy is retained by a public laboratory. Duplicates may be in the Patient Medical Record. 42 CFR 493.1101.

**RETENTION:**

- a) Record copy. 2 years.
- b) Duplicates. Retain as long as the item it relates to.

**RESIDENT CONTRACTS: ASSISTED LIVING FACILITIES (Schedule GS4 Item 109)**

This record series consists of contracts signed by the resident or resident's guardian which place the resident in the care of the facility. The contract would contain provisions specifically setting forth the services and accommodations to be provided by the facility to the resident including extended congregate care services, limited mental health or nursing services. The contract will also list the basic daily, weekly, monthly, and annual charges or rates and any extra services provided and their fees. Payment procedures, rate increase policies, notices of religious affiliations, and written bed hold policies and termination agreements are also part of the contract. 58A-5.024, FAC.

**RETENTION:**

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

**RESIDENT RECORDS: ASSISTED LIVING FACILITIES (Schedule GS4 Item 110)**

This record series consists of documentation relating to the care and contractual obligations of the facility to the resident. Included in this series are documents appointing the resident's guardian, establishing a power-of-attorney, demographic data, therapeutic diets, and a healthcare provider's name and address. Medical records are maintained separately and take the retention period of the patient medical record. 58A-5.024, FAC. *This series may have archival value.*

**RETENTION:**

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

**RISK MANAGEMENT RECORDS: INTERNAL (Schedule GS4 Item 69)**

This record series consists of internal risk management records including: education and training of all non-physician employees, and analysis of patient grievances; review of incident reports; and minutes of the risk management committee. This record does not cover the hospital's copy of adverse incident reports which are required to be sent to the Agency for Health Care Administration or the required annual report. s. 95.11 and 395.0197, FS.

**RETENTION:**

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

**RUN REPORTS: EMERGENCY (Schedule GS4 Item 70)**

This record series consists of a report on patients who have been revived, or attempted to be revived, by the administration of drugs, both intercardiac and intravenously, and by using counter-shock treatment as well as all other patients who accepted service from an EMT, EMS or Air-Medical Provider, or a paramedic. Run reports will include patient's name, home address, age or date of birth, sex and race, call identification number, unit number of responding vehicles; transporting vehicle, if applicable; location of scene or incident; location of patient and destination of each call. The record copy of the run report is held by the service provider and a duplicate is sent to the Department of Health, formerly known as the HRS EMS Office. 10D-66.060, FAC and s. 95.11, FS.

**RETENTION:**

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

**SAFETY-TO-LIFE INSPECTION RECORDS (SCHEDULE GS5 ITEM 82)**

This record series consists of reports and correspondence related to safety-to-life inspections of college facilities conducted in accordance with Section 2A-2.076, Florida Administrative Code.

**RETENTION:**

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

**SCHEDULES: MEDICAL PERSONNEL (Schedule GS4 Item 126)**

This record series consists of work schedules for medical personnel including the nursing staff, physicians, medical aids, and support staff who provide medical treatment including phlebotomists. These schedules may be maintained on a daily, weekly, monthly or bimonthly basis. The record copy is located in the administrator's office for the particular department or with the individual in charge of staffing. Duplicates may be found throughout the agency.

**RETENTION:**

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

**SURVEYS: RADIOLOGY (Schedule GS4 Item 106)**

This record series consists of surveys which are necessary to evaluate radiation levels, concentrations or quantities of radioactive materials, and potential radioactive hazards that could be present. This series also includes surveys of physical radiation for the purpose of determining whether each sealed source is in its shielded position prior to securing the radiographic device, storage container, or source changes in a storage area. The entire device is surveyed including the source guide tube. 10D-91.445 and 10D-91.471, FAC.

**RETENTION:**

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

**TEST PROCEDURES: DISCONTINUED (Schedule GS4 Item 103)**

This record series consists of a copy of each procedure with the dates of its initial use and discontinuance. The procedure may explain, but is not limited to, the methodology of the test, the results sought, the positions who perform the test, possible side effects, and any necessary equipment. 59A-6.022, FAC and s. 95.11 F.S.

**RETENTION:**

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

**TESTING: ENTRY CONTROL DEVICES (Schedule GS4 Item 114)**

This record series consists of documents which record the testing of the entry control devices to secured areas, housing high levels of radiation. These records must include the date, time and results of each test. Testing shall be conducted prior to initial operation and a schedule of periodic testing for the entry control and warning systems will be followed by the radiology section. 10D-91.449 and 10D-91.478, FAC.

**RETENTION:**

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

**TESTING: SEALED SOURCES (Schedule GS4 Item 105)**

This record series consists of documentation on the testing of sealed sources of radiation by the radiology department for leaks or contamination. These records would contain the date and time of the test, the name of who performed the test, the sources tested, the results of the test, the levels of radiation found, and the action taken by staff. 10D-91.472, FAC.

**RETENTION:**

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

**TISSUE TRACKING SYSTEM (Schedule GS4 Item 99)**

This record series consists of all documents in the centralized tracking system which records the receipt and disposition of all organs and tissues transplanted within the hospital. At a minimum, the system will include the following records: the organ or tissue type; the donor id number; the name and license number of the procurement or distribution facility which supplied the tissue/organ; recipient name and id number; name of transplanting doctor; date the organ/tissue was received by the hospital; and the date of the transplant. This information may be provided quarterly to an organ or tissue procurement service. 59A-3.214, FAC. *This series may have archival value.*

**RETENTION:**

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

**TRAINING & LICENSE RECORDS: RADIOLOGY (Schedule GS4 Item 100)**

This record series consists of the credentials, licenses, and certifications of each person providing diagnostic and therapeutic radiation, imaging, and nuclear medicine services including formal training, on the job education, and continuing educational credits. 59A-3.228, FAC and s. 95.11, F.S.

**RETENTION:**

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

**UTILIZATION LOGS: RADIOLOGY (Schedule GS4 Item 117)**

This record series consists of current logs which show each source of radiation a detailed description or the make and model number for the sources or the storage container in which the sealed source is located, the identity of the radiographer to whom the source is assigned, and the locations and dates of the use. 10D-91.509 and 59A-3.228, FAC.

**RETENTION:**

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

**WORKERS' COMPENSATION AND INJURY REPORT RECORDS (SCHEDULE GS1-S ITEM 55)**

This record series consists of the first report of injury forms and the employer's supplemental reports including, if used, OSHA Form No. 200 Log and Summary of Occupational Injuries and Illness or its equivalent LES Form SAF-200 Log and Summary of Occupational Injuries, Diseases and Illnesses. It also includes any previous forms required by OSHA, No. 100, 101 and 102. These records are created pursuant to Florida Statutes Section 440.09 and OSHA standards 1904.2, 1904.4 and 1904.5.

**RETENTION:**

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

**X-RAY FILMS (Schedule GS4 Item 78)**

This record series consists of developed x-ray film which may have been interpreted by a radiologist. Interpretations of these films may be found in the Patient Medical Record. These films can cover any disease or injury except tuberculosis. Mammograms of returning patients are included in this series. Mammograms of one-time-visitors are located under item 90 of the GS4 Schedule, Mammogram Film: Single Visit.

**RETENTION:**

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

**X-RAY LOGS (Schedule GS4 Item 98)**

This record series consists of a log for each x-ray device which records the name of the patient, the type of examination, the dates of the exam, and the technician performing the service. When the patient pr film must be provided with human auxiliary support, the name of the human holder shall be recorded as well. 10D-91.603 and 59A-3.228, FAC.

**RETENTION:**

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

**G. LEGAL RECORDS****ADVERTISEMENTS: LEGAL (SCHEDULE GS1-S ITEM 25)**

This record series consists of advertisements which have appeared in newspapers or in the "Administrative Weekly" on matters pertaining to the agency and other legal ads which may or may not indirectly affect the agency; i.e., bid invitations for construction jobs, public hearings or notices, public sales.

**RETENTION:**

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

**AGREEMENTS: CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 64)**

This record series consists of legal documents, correspondence, reports, etc., relating to negotiation, fulfillment and termination of capital improvement agreements to which the agency is a party. "Capital improvements" shall mean enhancement to buildings, fixtures and all other improvements to land. In addition, it includes agreements with architects, engineers, builders, and construction companies.

**RETENTION:**

- a) Record copy. 15 years after completion or termination of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**AGREEMENTS: NON-CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 65)**

This record series consists of legal documents, correspondence, reports, etc., relating to negotiation, fulfillment and termination of non-capital improvement agreements to which the agency is a party. In addition, it includes the various agreements entered into for goods and services, and includes the purchase of gas, fuel oil, and annual purchases of inventory maintained items.

**RETENTION:**

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

**BOND RESOLUTION (SCHEDULE GS1-L ITEM 191)**

This record series consists of reports of principal, interest, paying agents and reports. The series documents legal agreements made to finance buildings.

**RETENTION:**

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

**CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS (SCHEDULE GS1-L ITEM 207)**

This record series consists of documents setting forth the aims and principles of an organization by which an organization is authorized or establishing the makeup of an organization. These records may have archival value: contact Florida State Archives for archival review.

**RETENTION:**

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

**CONTRACTS: CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 15)**

This record series consists of legal documents, correspondence, reports, etc., relating to negotiation, fulfillment and termination of capital improvement contracts to which the agency is a party. "Capital improvement" shall mean enhancement to buildings, fixtures and all other improvements to land. In addition, it includes contracts with architects, engineers, builders, and construction companies.

**RETENTION:**

- a) Record copy. 15 years after completion or termination of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CONTRACTS: NON-CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 60)**

This record series consists of legal documents, correspondence, reports, etc., relating to negotiation, fulfillment and termination of non-capital improvement contracts to which the agency is a party. In addition, it includes the various contracts entered into for goods and services and includes the purchase of gas, fuel oil and annual purchases of inventory maintained items.

**RETENTION:**

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

**DEEDS: AGENCY PROPERTY (SCHEDULE GS1-S ITEM 218)**

This record series consists of agency deeds. The series may include appraisals, surveys, and other supporting documents.

**RETENTION:**

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

**INSURANCE RECORDS (SCHEDULE GS1-S ITEM 111)**

This record series consists of all policies, claim filing information, correspondence and claims applications made by an agency, premium payment records which includes fire, theft, liability, medical, life, etc. on agency's property and/or employees. The record series also consists of a list of any insurance carriers and the premium payment amounts paid to them.

**RETENTION:**

- a) Record copy. 5 years after final disposition of claim or expiration of policy provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEASES: CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 62)**

This record series consists of legal documents, correspondence, reports, etc., relating to negotiation, fulfillment and termination of capital improvement leases to which the agency is a party. "Capital Improvement" shall mean enhancement to buildings, fixtures and all other improvements to land. In addition, it includes leases with architects, engineers, builders and construction companies.

**RETENTION:**

- a) Record copy. 15 years after completion or termination of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEASES: NON-CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 63)**

This record series consists of legal documents, correspondence, reports, etc., relating to negotiation, fulfillment and termination of non-capital improvement leases to which the agency is a party. In addition, it includes the various leases entered into for goods and services and includes the purchase of gas, fuel oil, annual purchases of inventory maintained items.

**RETENTION:**

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

**LEASES: REAL PROPERTY (SCHEDULE GS1-S ITEM 61)**

This record series consists of real property to which the agency is a party. "Real Property" means land, buildings, and fixtures. The terms "land", "real property" may be used interchangeably.

**RETENTION:**

- a) Record copy. 15 years after completion or termination of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEGISLATION RECORDS (SCHEDULE GS1-S ITEM 119)**

This record series consists of proposed legislation for the Florida Legislature and all supporting documentation. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded or administrative value is lost; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LITIGATION CASE FILES (SCHEDULE GS1-S ITEM 27)**

This record series consists of legal documents, notes, reports, background material, etc. created in the preparation of handling legal disputes.

**RETENTION:**

- a) Record copy. 5 years after case closed or appeal process expired provide applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**OPINIONS: LEGAL (ATTORNEY) (SCHEDULE GS1-S ITEM 26)**

This record series consists of written opinions of lasting significance establishing policy or precedent answering legal questions from all program areas involving questions of interpretation of Florida or Federal law. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. Permanent. Maintain for five years then contact the Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**OPINIONS: LEGAL (SUPPORTING DOCUMENTS) (SCHEDULE GS1-S ITEM 125)**

This record series consists of the supporting documentation to the opinions that answer legal questions from all program areas involving questions of interpretation of Florida or Federal law.

**RETENTION:**

- a) Record copy. 3 fiscal years provided applicable audits have been released; contact Florida State Archives for archival review.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**REAL PROPERTY ACQUISITIONS/CONDEMNATION/DISPOSAL RECORDS (SCHEDULE GS5 ITEM 25)**

This record series consists of college sites records since original acquisition, all correspondence, and contracts.

**RETENTION:**

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

**PROJECT FILES: REAL PROPERTY LEASES (SCHEDULE GS5 ITEM 24)**

This record series consists of correspondence, approvals and authorizations, budgets, expenditures, revenues, plans and specifications, inspection reports and other documents related to educational facilities real property leases. See also "PROJECT FILES: PRIORITY REPORTS" and/or "PROJECT FILES PROGRAM DEVELOPMENT."

**RETENTION:**

- a) Record copy. 15 years after completion or termination of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**H. PAYROLL RECORDS**

**FEDERAL AND STATE TAX FORMS/REPORTS (SCHEDULE GS1-S ITEM 157)**

This record series consists of W-2 Forms, W-4 Forms, W-9 Forms, 940 Forms, 941-E Forms, 1099 Forms, 1099 Reports and UTC-6 Forms. The retention period mentioned below for the record Copy was established pursuant to Section 26 CFR 31.6001-1(2).

**RETENTION:**

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

**OVERTIME AUTHORIZATIONS (SCHEDULE UF 187 ITEM 48)**

This record series consists of authorization forms for payment of employee overtime.

**RETENTION:**

- a) Record copy. Maintained by Finance and Accounting. 3 fiscal years provided applicable audits haven been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PAYROLL COST DISTRIBUTION REGISTER (SCHEDULE UF 187 ITEM 50)**

This record series consists of a computer generated report sent to departments of what account each paycheck is drawn on. Amounts are not listed.

**RETENTION:**

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

**PAYROLL RECORDS (SCHEDULE GS1-S ITEM 35)**

This record series consists of the following: a form used by staff to rectify errors in payroll processing including: wrong name, incorrect deductions or salary, inaccurate tax information, or other problems; forms authorizing direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care, etc.; any payroll record posted to the employee's applicable retirement plan, in any format (plus indices, if applicable), which are used to document payment for retirement or other purposes during an employee's duration of employment and also lists each rate(s) of pay changes.

**RETENTION:**

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

**PAYROLL RECORDS: REGISTERS (POSTED) (SCHEDULE GS1-S ITEM 59)**

This record series consists of records posted to the employee's retirement plan, in any format (plus indexes, if applicable), which are used to document payment for retirement or other purposes during an employee's duration of employment and also lists each rate of pay. Please note that the information in this record series should be posted to an applicable retirement plan. See other "PAYROLL RECORDS" and/or "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS".

**RETENTION:**

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

**PAYROLL RECORDS: SUPPORTING DOCUMENTS (SCHEDULE GS1-L ITEM 195)**

This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify error in payroll processing, pay lists used to verify the payroll certification report.

**RETENTION:**

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

**PAYROLL SIGNATURE LIST (SCHEDULE UF 187 ITEM 52)**

This record series consists of a log which employees sign when they receive checks.

**RETENTION:**

- a) Record copy. 1 year after check received.

**SOCIAL SECURITY CONTROLLED SUMMARY RECORDS (SCHEDULE GS1-S ITEM 144)**

This record series consists of an agency's copy of the State's FICA report mailed to the Division of Retirement. The report lists the total taxable wages, plus the amount withheld from employee wages and the employer's contribution.

**RETENTION:**

- a) Record copy. 4 calendar years after due date of tax provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TAX SHELTER ANNUITIES (SCHEDULE GS5 ITEM 92)**

This record series consists of computer listing in alphabetical order containing names of employee, social security number, and net amount of deductions taken during the month.

**RETENTION:**

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

**TRIAL BALANCE REPORTS (SCHEDULE GS1-S ITEM 183)**

This record series consists of a report which reflects totals for the net and gross wages, FICA wages, retirement wages and deductions, tax and other deductions in payroll as well as a summary for each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE RECORDS," "EXPENDITURE REPORTS," all "PAYROLL RECORDS," and/or "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

**RETENTION:**

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

**I. PERSONNEL RECORDS**

**1. PERSONNEL RECORDS: EMPLOYEE**

**ACTIVITY REPORTS (OUTSIDE): FACULTY/A&P (SCHEDULE UF 227 ITEM 1)**

This record series documents outside employment or activities and includes type of activity undertaken, dates, average number of hours per week, and signatures of approval. It also includes the Report of Specified Interest/Conflict of Interest forms which were used prior to the Outside Activities Report.

**RETENTION:**

- a) Record copy. Maintained by the Dean's Office. 5 years after termination of employment provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**ACTIVITY REPORTS (OUTSIDE): USPS (SCHEDULE UF 227 ITEM 2)**

This record series documents outside employment or activities and includes types of activity undertaken, dates, average number of hours per week, and signatures of approval. It also includes the Report of Specified Interest/Conflict of Interest forms which were used prior to the Outside Activities Report.

**RETENTION:**

- a) Record copy. Maintained by Personnel Services. 5 years after termination of employment provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**AWARD RECORDS: PERSONNEL NOMINATIONS (SCHEDULE UF 227 ITEM 9)**

This record series consists of award nominations and packets for UF employees, and may include but not limited to fellowships, incentive programs, and UF, state, and national awards.

**RETENTION:**

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

**AWARD RECORDS: TEACHING INCENTIVE PROGRAM (AWARDED) (SCHEDULE UF 227 ITEM 7)**

This record series consists of Teaching Incentive Award Program nominee packets, and may include but not limited to statement of work, student evaluations, department chair assessment, peer review letters, other teaching information, and letter of recommendation.

**RETENTION:**

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

**AWARD RECORDS: TEACHING INCENTIVE PROGRAM (DENIED) (SCHEDULE UF 227 ITEM 8)**

This record series consists of Teaching Incentive Award Program nominee packets, and may include but is not limited to statement of work, student evaluations, department chair assessment, peer review letters, other teaching information, and letter of recommendation.

**RETENTION:**

- a) Record copy. Maintained by Department or Dean. 1 year after submission provided no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**DUAL EMPLOYMENT AND COMPENSATION RECORDS (SCHEDULE UF 223 ITEM 1)**

This record series consists of Dual Employment and Compensation Forms filed by employees requesting dual compensation from another UF appropriation or another state university. Includes name, information on primary and secondary employment, duties to be performed in secondary employment, and authorized signatures of primary and secondary employers. This form must be renewed on a fiscal year basis.

**RETENTION:**

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

**EMPLOYMENT EXAMINATION RECORDS (SCHEDULE GS1-S ITEM 102)**

This record series consists of test plans, announcements, grades, grading scales, keyed exams, test monitor's list of candidates, research toward the development of the test, and any other selection or screening criteria. See also "PERSONNEL RECORDS" and/or "RECRUITMENT & SELECTION PACKAGE."

**RETENTION:**

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

**EXEMPTION: CONFLICT OF INTEREST (SCHEDULE UF 227 ITEM 3)**

This record series consists of Conflict of Interest Exemption information and may include but is not limited to name of employee seeking exemption, department, academic rank, period for which exemption is sought, name and address of business entity, activities, financial interest, and position within business entity.

**RETENTION:**

- a) Record copy. Maintained by Division of Sponsored Research/Office of Technology, Research and graduate Education. 5 years after termination of employment provided applicable audits have been released and no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**FACULTY ASSIGNMENT REPORTS (SCHEDULE GS5 ITEM 58)**

This record series consists of computer generated reports issued each semester documenting faculty workload in instruction and/or research.

**RETENTION:**

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

**FACULTY COURTESY APPOINTMENT FILES (SCHEDULE UF 187 ITEM 34)**

This record series contains records documenting faculty courtesy appointments to the various colleges.

**RETENTION:**

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

**IDENTIFICATION RECORDS: FEE PAID (SCHEDULE GS5 ITEM 66)**

This records series consists of identification cards and photographs for all employees and students which may include the employee's name, date of birth, height, weight, sex, agency head's name and agency being represented by the employee and the fee is paid.

**RETENTION:**

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

**IDENTIFICATION RECORDS: NO FEE PAID (SCHEDULE GS5 ITEM 67)**

This record series consists of identification cards and photographs for all employee's and students which may include the employee's name, date of birth, height, weight, sex, agency head's name and agency being represented by the employee and no fee is paid.

**RETENTION:**

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

**IN-SERVICE EDUCATION RECORDS (SCHEDULE GS5 ITEM 14)**

This record series consists of component name and I.D., objectives, description, evaluation, budget, participants, and performance records. See also "TRAINING RECORDS: INSTRUCTOR."

**RETENTION:**

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

**LEAVE APPLICATIONS: GRANTED (PROFESSIONAL DEVELOPMENT) (SCHEDULE UF 227 ITEM 5)**

This series consists of correspondence, applications, and reports of accomplishment for those faculty who are granted sabbaticals. All fiscal records are kept at the Academic Affairs Personnel Office, and the Notice of Appointment and copy of the award letter are kept in the master personnel file at Personnel Services.

**RETENTION:**

- a) Record copy. 1 year after report of accomplishment files provided no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEAVE APPLICATIONS: DENIED (PROFESSIONAL DEVELOPMENT) (SCHEDULE UF 227 ITEM 6)**

This series consists of correspondence, applications, and reports of accomplishment for those faculty who are denied sabbaticals. All fiscal records are kept at the Academic Affairs Personnel Office, and the Notice of Appointment and copy of the award letter are kept in the master personnel file at Personnel Services.

**RETENTION:**

- a) Record copy. 1 year after application denied provided no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PERSONNEL FILE – A&P AND FACULTY – COLLEGE, DIVISION, OR DEPARTMENT COPY FOR TERMINATED EMPLOYEES (SCHEDULE UF 168 ITEM 4)**

This file is a convenience copy maintained in the employing College/Division/Department. All master components of this file excluding in most cases evaluative material (see Personnel Records: Evaluation) have been forwarded to Personnel Services. 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.

**RETENTION:**

- a) 5 years after termination of employment provided no litigation is pending. Contact the Division of Human Resources and General Counsel prior to destruction.

**PERSONNEL FILE – USPS – COLLEGE/DEPARTMENT COPY FOR TERMINATED EMPLOYEES (SCHEDULE UF 168 ITEM 5)**

This file is a convenience copy maintained in the employing College/Division/Department. All master components of this file have been forwarded to the Division of Human Resources. This is a duplicate record. This series may also contain duplicate change of appointment forms, which are maintained separate from the personnel record. The series should not contain leave balances. For those employees that fall under the Collective Bargaining Agreement, there should be no item in this file that is not a part of the master file at the Division of Human Resources.

**RETENTION:**

- a) 1 year after termination of employment provided no litigation is pending. Contact the Division of Human Resources and General Counsel prior to destruction.

**PERSONNEL RECORDS: ACTIVITY REPORT (SCHEDULE GS5 ITEM 76)**

This record series consists of reports used for fiscal purposes to determine time spent by academic and non-academic employees.

**RETENTION:**

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

**PERSONNEL RECORDS: EVALUATION ACADEMIC/PROFESSIONAL/FACULTY (SCHEDULE GS5 ITEM 77)**

This record series consists of a complete annual evaluation packet for A&P and faculty members and may include activity or achievement reports plus supporting documentation such as correspondence, publications, annual position descriptions, goals for the coming year, summary of the evaluation, etc.

**RETENTION:**

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

**PERSONNEL RECORDS (SCHEDULE GS1-S ITEM 19)**

This record series consists of an application for employment, resume, personnel action reports, directly related correspondence, oath of loyalty, fingerprints, medical examination reports, performance evaluation reports, worker's compensation reports, and other related materials **within the Florida Retirement System (FRS)**. (Note: Contact your agency's Personnel Office prior to destruction in case they want to review the records). Please refer to Chapter 60K-10.003, Florida administrative Code (FAC).

**RETENTION:**

- a) Records copy. 25 years after separation or termination of employment.
- b) Duplicates. 1 year after termination of employment.

**PERSONNEL RECORDS: LOCATOR (SCHEDULE GS1-S ITEM 131)**

This record series consists of a log or card of where to locate personnel including name of individual, location to be found, date, address, emergency contact and other general information.

**RETENTION:**

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

**PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT (SCHEDULE GS1-S ITEM 66)**

This records series consists of all information relating to each O.P.S., volunteer, intern or temporary employee within each agency. Also, records may include an employment application and/or resume, personnel action forms and any correspondence relating to that individual. Volunteer/Intern employment may include, but are not limited to, name, address, and schedule of volunteer/intern; training records; and emergency contact information. Temporary employment may include personnel from a local employment agency.

**RETENTION:**

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

**PROMOTION AND TENURE RECORDS: DENIED (SCHEDULE GS5 ITEM 80)**

This record series consists of documentation for the review process on denied promotions and tenure. This series contains forms, letters, and accompanying data.

**RETENTION:**

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

**PROMOTION AND TENURE RECORDS: GRANTED (SCHEDULE GS5 ITEM 81)**

This record series consists of documentation for the review process on granted promotions and tenure. This series contains forms, letters, and accompanying data. If granted, the complete file of the promotion and tenure documents is placed in the permanent personnel file.

**RETENTION:**

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

**PROMOTION RECORDS (SCHEDULE GS1-L ITEM 139)**

This record series consists of an application for promotion (advertised by the agency as open enrollment), any promotional level tests and the test results for employees.

**RETENTION:**

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

**REQUEST FORMS: UNIVERSITY EQUIPMENT USE (SCHEDULE UF 227 ITEM 4)**

This series documents the use of UF equipment, facilities, and services by employees engaging in outside employment or activity. May include but is not limited to list of equipment, facilities, and services, and how they will be used, location, and approval signatures.

**RETENTION:**

- a) Record copy. Maintained by Dean's Office. 5 years after termination of employment provided audits have been released and no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**SEARCH COMMITTEE RECORDS (SCHEDULE GS1-S ITEM 199)**

This record series consists of minutes, reports, vitas, resumes, interview score sheets, interview results, list of priority hires, a personnel requisition, references of applicants and the affirmative action compliance report. **"These records may have archival value: contact Florida State Archives for archival review."**

**RETENTION:**

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

**TRAINING RECORDS (SCHEDULE GS1-S ITEM 148)**

This record series consists of a record for each employee in the department which may include all educational and training records of the employee. This series includes: OSHA required blood borne pathogen training records, "Right To Know" training, equipment usage, and sensitivity/multicultural training.

**RETENTION:**

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

**UNEMPLOYMENT COMPENSATION RECORDS (SCHEDULE GS1-S ITEM 149)**

This record series consists of reports submitted to the State on a quarterly basis stating name of each employee, employee number, amount of wages paid during quarter subject to unemployment benefits, social security number, number of weeks covered and other pertinent information which is retained by the State for determination of unemployment benefits due to applicants for same. Also includes, receipts and statements of charges.

**RETENTION:**

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

## **2. PERSONNEL RECORDS: EMPLOYEE (AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY RECORDS)**

### **AFFIRMATIVE ACTION RECORDS (SCHEDULE GS1-S ITEM 82)**

This record series consists of copies of reports submitted to the Equal Employment Opportunity Commission (EEOC) per their requirements for the agency's affirmative action plan. It may also include discrimination complaints, correspondence, and investigative papers pertaining to the agency's affirmative action plan.

#### **RETENTION:**

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

### **ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS (SCHEDULE GS5 ITEM 44)**

This record series consists of IPEDS reports (Integrated Postsecondary Education Data System); OCR reports (Office of Civil Rights); and EEOC reports (Equal Employment Opportunity Commission) specifically the EEO-6 report.

#### **RETENTION:**

- a) Record copy. 3 years after termination of federal funds.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS (SCHEDULE GS1-S ITEM 103)**

This record series consists of EEO-5 and supporting documents, reviews, background papers and correspondence relating to employment papers and correspondence pertaining to employment statistics (race, sex, age, etc.).

#### **RETENTION:**

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

## **3. PERSONNEL RECORDS: EMPLOYEE DISCIPLINE/GRIEVANCES**

### **DISCIPLINARY CASE FILES (SCHEDULE GS1-S ITEM 98)**

This record series consists of both sustained or informal disciplinary cases investigated that allege employee misconduct and/or violate department regulations and orders, and state/federal statutes. It includes statements by the employee, witnesses, and the person filing the complaint. "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. This record series also can consist of formal and informal disciplinary cases that were determined as not sustained, unfounded, or exonerated charges.

#### **RETENTION:**

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

### **EMPLOYEE PRE-COUNSELING RECORDS (SCHEDULE GS1-S ITEM 206)**

This record series consists of information which provides documentation if initial contact with an employee regarding incidents which may or may not lead to disciplinary action. This series is not considered in and of itself a part of the employee discipline record. The series should be files separately from the employee's personnel record.

#### **RETENTION:**

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

### **GRIEVANCE FILES (SCHEDULE GS1-S ITEM 110)**

This record series consists of records of all proceedings in the settlement of disputes between employer and employee, including salary disputes, sexual harassment, and discrimination charges.

#### **RETENTION:**

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

#### **4. PERSONNEL RECORDS: OTHER**

##### **ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED) (SCHEDULE GS1-L ITEM 80)**

This record series consists of advertisements to inform eligible job seekers of openings for available job vacancies. Notices include position number, position title, monthly salary range, job location, minimum qualifications, brief description of duties, where to apply for a job and special instructions. This records series applies only to those advertisements where discrimination charges were filed.

##### **RETENTION:**

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

##### **ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED) (SCHEDULE GS1-L ITEM 81)**

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

##### **RETENTION:**

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

##### **BACKGROUND/SECURITY CHECKS (SCHEDULE GS1-S ITEM 255)**

This record series consists of background/security checks for potential new hires and promotions. These checks may include a background and driver's license screening, reference check, and verification of academic standing. The files might include notices of not being hired based on the outcome of a security check and an opportunity for rebuttal. Supporting documentation consist of fingerprint cards, copy of the driver's license, copy of the transcript release form returned form reference letters, and other necessary information.

##### **RETENTION:**

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

##### **EMPLOYMENT ELIGIBILITY LIST (SCHEDULE GS1-L ITEM 101)**

This records series consists of a listing of all eligible candidates for a vacated position of employment. List includes name, address, home and work phone number, position vacated and social security number.

##### **RETENTION:**

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

##### **GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS (SCHEDULE GS5 ITEM 61)**

This record series consists of application, transmittal sheets, correspondence and test results. The permanent record/diploma is retained by the Department of Education. The retention period is pursuant to Florida Administrative Code Rule 6A-14.051.

##### **RETENTION:**

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

##### **POSITION DESCRIPTION RECORDS (SCHEDULE GS1-S ITEM 38)**

This record series consists of specifically assigned duties and responsibilities for a particular position, including percentage breakdown of duties.

##### **RETENTION:**

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

**RECRUITMENT & SELECTION PACKAGES (SCHEDULE GS1-S ITEM 80)**

This record series consists of all records which document the selection process and justify the selection process and justify the selection decision including: details of the job analysis and identification of the knowledge, skills and abilities necessary to perform the job; application forms and/or resumes for employment including demographic data of applicants including but not limited to race, sex, age and veteran status; list of all applicants' name and ratings or rankings (if applicable) for each selection technique; description of the selection process; selection techniques used, including samples, supplemental applications, etc.; the current position description; the names and titles of all persons administering the selection process or participating in making selection decisions; the job opportunity announcement and other recruitment efforts; and other information that affects the selection decisions. Please refer to FS 760.11, 60K-3, FAC.

**RETENTION:**

- a) Record copy. 2 years after personnel action and any litigation is resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**5. TIME AND LEAVE KEEPING RECORDS**

**ATTENDANCE AND LEAVE RECORDS (SCHEDULE GS1-S ITEM 116)**

This record series consists of requests or applications for vacation, sick, family medical leave (FMLA) and other types of leave including leave of absences, timesheets or timecards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences.

**RETENTION:**

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

**CENTRAL LEAVE BALANCE ADJUSTMENT FORM (SCHEDULE UF 187 ITEM 18)**

This series consists of a form used to adjust accrual rate or adjust balance when employee compiles more leave than allowed.

**RETENTION:**

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

**CENTRAL LEAVE USER PROFILE REQUEST FORM (SCHEDULE UF 187 ITEM 19)**

This series gives access to system to the user.

**RETENTION:**

- a) Record copy. Maintained at Personnel Services. 3 years after termination of access.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**DEMOGRAPHIC UPDATE FORM (SCHEDULE UF 187 ITEM 25)**

This series consists of forms which allow specific high level data to be changed, i.e. months of prior services, terminal leave payments, terminated status, LKL, etc., to the Central Leave System.

**RETENTION:**

- a) Record copy. Maintained at Personnel Services. 3 years after change verified.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS SERVICE) (SCHEDULE GS5 ITEM 71)**

This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with less than 10 years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE.

**RETENTION:**

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

**LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE ASERVICE) (SCHEDULE GS5 ITEM 70)**

This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with ten or more years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE.

**RETENTION:**

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

**LEAVE TRANSACTION REPORTS (SCHEDULE GS1-S ITEM 18)**

This record series consists of the printed record generated through COPEs of the total hours used and the accrual earned during a pay period. It also consists of the leave balances of vacation, sick and compensatory leave for all employees in the agency.

**RETENTION:**

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

**J. PUBLICITY AND PUBLIC EVENTS RECORDS**

**BIOGRAPHICAL FILES (SCHEDULE GS1-S ITEM 190)**

This record series consists of vitas, biographies, photographs and newspaper clippings of employees. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded or administrative value is lost; contact Florida State Archives after minimum retention is met.
- b) Duplicates. Duplicates. Retain until obsolete, superseded or administrative value is lost.

**NEWS RELEASES (SCHEDULE GS1-S ITEM 34)**

This record series consists of news releases distributed by the agency and those received from other offices for informational purposes. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. 90 days. Contact Florida State Archives after minimum retention is met.
- b) Duplicates. Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PRE-PUBLICATIONS AND MEDIA ITEM RECORDS (SCHEDULE GS1-S ITEM 198)**

This record series consists of records used to generate publications such as catalogs, pamphlets and leaflets and other media items including rough, blue lined, and final copies.

**RETENTION:**

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

**PUBLIC INFORMATION FILES (SCHEDULE GS1-S ITEM 128)**

This record series consists of speeches and drafts, contact prints, negatives, enlargements from negatives and transparencies created as illustrations in agency publications or as displays of agency activities. "These records may have archival value: contact Florida State Archives for archival review."

**RETENTION:**

- a) Record copy. 90 days. Contact Florida State Archives after minimum retention is met.
- b) Duplicates. Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED (SCHEDULE GS1-S ITEM 238)**

This record series consists of case files on various agency provided or sponsored events or programs which are available to the public or segments of the public. Files may include copies of contracts or agreements, participant or performer information, program details and arrangements, photo or video tapes. These records related to events which are staged by a contractor on behalf of the public agency.

**RETENTION:**

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

**PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED (SCHEDULE GS1-S ITEM 239)**

This record series consists of case files on various agency provided or sponsored events or programs which are available to the public or segments of the public. Files may include copies of contracts or agreements, participant or performer information, program details and arrangements, photo or video tapes. These records are for events staged by the agency without the benefit of contracting to an outside agency.

**RETENTION:**

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

**K. PURCHASING RECORDS**

**BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS (SCHEDULE GS1-S ITEM 70)**

This record series consists of information relative to the processing and letting of capital improvement successful bids including legal advertisements, "Request for Proposal," technical specifications, correspondence, "Invitations to Bid," bid tabulations and bid responses. "Capital Improvement" shall mean enhancement to buildings, fixtures and all other improvements to land.

**RETENTION:**

- a) Record copy. 15 years after awarded provided applicable audits have been released.
- b) Duplicates. Duplicates. Retain until obsolete, superseded or administrative value is lost.

**BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BID (SCHEDULE GS1-S ITEM 71)**

This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including legal advertisements, "Request for Proposal," technical specifications, correspondence, "Invitations to Bid," bid tabulations and bid responses. "Capital Improvement" shall mean enhancement to buildings, fixtures and all other improvements to land.

**RETENTION:**

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

**BID RECORDS: NON-CAPITAL IMPROVEMENT (SCHEDULE GS1-S ITEM 72)**

This record series consists of information relative to the processing and letting of successful and unsuccessful non-capital improvement bids including legal advertisements, "Requests for Proposal," technical specifications, correspondence, "Invitations to Bid," bid tabulations and bid responses.

**RETENTION:**

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

**ENCUMBRANCE RECORDS (SCHEDULE GS1-S ITEM 20)**

This record series consists of documents and reports which identify funds that have been encumbered. See "CERTIFICATION FORWARD DOCUMENTS."

**RETENTION:**

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

**PURCHASE ORDER LOGS (SCHEDULE GS1-S ITEM 69)**

This record series consists of a log of outstanding and paid requisitions and purchase orders which is used for cross-reference purposes.

**RETENTION:**

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

**PURCHASING RECORDS (SCHEDULE GS1-S ITEM 42)**

This record series consists of a copy of the purchase order which is retained by the originating office while another is sent by the purchasing office to the appropriate vendor for action.

**RETENTION:**

- a) Record copy. 3 fiscal years provide applicable audits have been released.
- b) Duplicates. 1 fiscal year.

**RECEIVING REPORTS (SCHEDULE GS1-S ITEM 44)**

This record series consists of documentation for the receipt of equipment, supplies ordered or services for payment.

**RETENTION:**

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

**REQUISITION LOGS (SCHEDULE GS1-S ITEM 48)**

This record series consists of a log of outstanding and paid requisitions and purchase orders which is used for cross-reference purposes.

**RETENTION:**

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

**REQUISITIONS (SCHEDULE GS1-S ITEM 22)**

This record series consists of a copy of the requisition which is retained by the originating office while another copy is sent to supply, purchasing, graphics, duplicating or other sections for action.

**RETENTION:**

- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. 1 fiscal year.

**L. STUDENT RECORDS**

**1. STUDENT RECORDS ACADEMIC**

**ADMISSION RECORDS: STUDENTS DENIED ADMISSION (SCHEDULE GS5 ITEM 42)**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have been denied admission.

**RETENTION:**

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

**ADMISSION RECORDS: REGISTERED STUDENT (SCHEDULE GS5 ITEM 41)**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms for students who have registered for classes. "The record copy for undergraduate and graduate students, excluding the College of Law, Medicine, Dentistry, and Veterinary Medicine, is maintained by the Office of the University Registrar."

**RETENTION:**

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

**ADMISSION RECORDS: UNREGISTERED STUDENT (SCHEDULE GS5 ITEM 3)**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have not registered for classes.

**RETENTION:**

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

**DROP/ADD RECORDS (SCHEDULE GS5 ITEM 40)**

This record series consists of drop/add cards, submitted by students for the purposes of dropping and/or adding classes. This is not to be confused with withdrawal records. See also "WITHDRAWAL RECORDS."

**RETENTION:**

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

**GRADE RECORDS: DATA INPUT FORMS (SCHEDULE GS5 ITEM 62)**

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

**RETENTION:**

- a) Record copy. 1 semester provided posted to Student Record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**REGISTRATIONS: STUDENT (SCHEDULE GS5 ITEM 27)**

This record series consists of records for registration showing name, validation number, and fees and back-up cards showing course name, department and amount of fees if applicable. The retention period for the record copy was established pursuant to Florida Administrative Code Rule 6A-14.051.

**RETENTION:**

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

**STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/REPORTS (SCHEUDLE GS5 ITEM 84)**

This record series consists of mastery results and reports of minimum performance standards in reading, writing and mathematics and demonstrated ability to successfully apply basic skills to everyday life situations as required by Florida Statutes Section 232.246(1)(b). These include "CLAST," "ASSET," "ACT," "MAPS," and "SAT." See also "EXAMINATION MATERIALS: STANDARDIZED (STUDENT)."

**RETENTION:**

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

**STUDENT ADVISEMENT RECORDS: GRADUATE (SCHEDULE GS5 ITEM 86)**

This record series consists of the results of interest inventories, individual aptitude and ability tests, personality inventory, AET, CEEB, SCAT, and BCC placement tests, counselors' notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students who have graduated.

**RETENTION:**

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

**STUDENT ADVISEMENT RECORDS: WITHDRAWAL (SCHEDULE GS5 ITEM 87)**

This record series consists of withdrawal records which includes the result of interest inventories, individual aptitude and ability tests, personality inventory, AET, CEEB, SCAT and BCC placement tests, counselors' notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students that have withdrawn from school.

**RETENTION:**

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

**STUDENT APPEAL RECORDS (SCHEDULE GS5 ITEM 88)**

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

**RETENTION:**

- a) Record copy. 3 years after final appeal, provided posted to permanent record provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**STUDENT COUNSELING RECORDS: GRADUATE (SCHEDULE GS5 ITEM 28)**

This record series consists of transcripts, grade reports, personal data sheets, appointment and advertisement slips, correspondence and other documents pertaining to individual students.

**RETENTION:**

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

**STUDENT COUNSELING RECORDS: WITHDRAWAL (SCHEDULE GS5 ITEM 29)**

This record series consists of withdrawal records which includes transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students.

**RETENTION:**

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

**STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS (SCHEDULE GS5 ITEM 89)**

This record series consists of admissions applications, correspondence, 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. These records relate to the maintenance of the active student record.

**RETENTION:**

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

**STUDENT TRANSCRIPTS (SCHEDULE GS5 ITEM 91)**

This record series consists of the official student record documenting coursed taken, grades received and degree awarded.

**RETENTION:**

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

**TRANSCRIPT RELEASE FORMS (SCHEDULE GS5 ITEM 95)**

This record series consists of transcript release documents which are by s. 228.093(3)(d), F.S. to be completed and signed by the student, or the parent or guardian, if the student is under the age of eighteen. These forms contain written consent for release of transcripts. They are a requirement for community colleges and institutions of higher learning within the State University System.

**RETENTION:**

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

**WITHDRAWAL RECORDS (SCHEDULE GS5 ITEM 35)**

This record series consists of cards submitted by student through instructor to withdraw from a class or classes.

**RETENTION:**

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

**2. STUDENT RECORDS: OTHER**

**EMPLOYEE FEE WAIVER RECORDS (SCHEDULE GS5 ITEM 55)**

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

**RETENTION:**

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

**FEE COLLECTION REPORTS (SCHEDULE GS5 ITEM 59)**

This record series consists of fee statements and amounts collected from the students. Report includes all pertinent financial transactions made by the students for registration in the college.

**RETENTION:**

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

**FINANCIAL AID RECORDS (SCHEDULE GS5 ITEM 60)**

This record series consists of student applications, award computations, acceptance letters, student assignments and evaluations.

**RETENTION:**

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

**FINANCIAL OBLIGATION CLEARANCE RECORDS (SCHEDULE GS5 ITEM 10)**

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.

**RETENTION:**

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

**PRIVATE LOAN AND SCHOLARSHIP RECORDS (SCHEDULE GS5 ITEM 21)**

This record series consists of letters and related information concerning the terms of the loan or scholarship stipulating how the funds are to be used.

**RETENTION:**

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

**REFUND RECORDS (SCHEDULE GS5 ITEM 26)**

This record series consists of refund authorizations received from the Registrar's Office for withdrawal, cancellation, drop, application fees; from the Cashier's Desk for over payments or double payments. All authorizations show the student's name, address, student number, fees assessment number, amount of refund, reason for refund, check number, date issued and date mailed or received.

**RETENTION:**

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

**SCHOLARSHIP/LOAN RECORDS (SCHEDULE GS5 ITEM 83)**

This record series consists of complete files on state scholarship recipients and student loans. These files include application, award letter, letter of acceptance, renewal application, all correspondence, deferment form, cash payment receipts, certificate of service receipts and account card. File established to maintain complete record of scholarship from application until all notes are satisfied.

**RETENTION:**

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

**STUDENT EMPLOYMENT RECORD (SCHEDULE GS5 ITEM 90)**

This record series consists of documentation for student OPS and College Work Study and may include but is not limited to the student assistant employment forms, W-4 card, copy of social security card, clearance for student employees' salary, justification letter, work permits, and evaluative material.

**RETENTION:**

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

**STUDENT LOAN JUDGEMENT RECORDS: PAID (SCHEDULE UF 224 ITEM 1)**

This record series consists of the documentation and supporting documents, which are generated subsequent to the judgment issued by courts against non-payment of student loans. The record series may include the actual determination/judgement, resulting correspondence, as well as the documentation or record of payment satisfaction and other background.

**RETENTION:**

- a) Record copy. 5 years after requirement of payment provided applicable audits have been released and no litigation pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**STUDENT NEWSPAPERS (SCHEDULE GS5 ITEM 30)**

This record series consists of copies of materials submitted by reporters/students/faculty, layout sheets and other materials used in production.

**RETENTION:**

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

**STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS (SCHEDULE GS5 ITEM 31)**

This record series consists of materials submitted by reporters/students/faculty, layout sheets and other materials used in production.

**RETENTION:**

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

**VETERANS RECORDS: EDUCATIONAL ASSISTANCE (SCHEDULE GS5 ITEM 94)**

This record series consists of a file for each veteran and eligible person certified to receive Veterans Administration educational assistance. The retention period mentioned below for the record copy was established pursuant to Section 38 CFR 21.4209.

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (FINAL ACTION) (SCHEDULE GS5 ITEM 52)**

This record series consists of final action minutes of the discipline committee, student court, correspondence, and other supporting documents.

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE) (SCHEDULE GS5 ITEM 53)**

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a major offense.

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE) (SCHEDULE GS5 ITEM 54)**

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a minor offense.

**RETENTION:**

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

**EXPULSION RECORDS: STUDENT (SCHEDULE GS5 ITEM 9)**

This record series consists of suspension notices stating the reasons therefore, investigative reports, notice of hearing, transcript, recommendations, and final outcome.

**RETENTION:**

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

**SUSPENSION RECORDS (SCHEDULE GS5 ITEM 33)**

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports, and decisions. See also "DISCIPLINE RECORDS."

**RETENTION:**

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