

CF PAMPHLET  
NO. 15-7

STATE OF FLORIDA  
DEPARTMENT OF  
CHILDREN AND FAMILIES  
TALLAHASSEE, February 22, 2021

## Documentation Management

### RECORDS RETENTION SCHEDULES USED BY THE DEPARTMENT OF CHILDREN AND FAMILIES

This pamphlet includes the records retention schedules in General Records Schedule GS1-SL that may be applicable to the Department of Children and Families (DCF). Schedule GS1-SL is published by the Department of State. The schedule establishes minimum retention periods for records that are common to all state and local government agencies. This pamphlet also includes all retention schedules written by DCF which establish minimum retention periods for DCF records which aren't covered by a General Records Schedule. All records retention schedules and cross references are arranged in alphabetical order by record series titles.

Retention schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of e-mail files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including all date/time stamps, routing information, etc.

A calendar year (CY) is January 1 thru December 31. A retention of one calendar year (1 CY) means one calendar year after December 31 of the calendar year in which the record is closed (or last activity or last entry, as applicable).

A fiscal year (FY) is July 1 thru June 30. A retention of one fiscal (1 FY) means one fiscal year after June 30 of the fiscal year in which the record is closed (or last activity or last entry, as applicable).

#### SUMMARY OF REVISED, ADDED, OR DELETED MATERIAL

Corrected the retention period for Schedule GS1-SL, Item #65, Contracts/Leases/Agreements: Non-Capital Improvement, from 5 years to 6 years. The retention period was mistakenly changed to 5 years in a previous edition of the pamphlet.

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This pamphlet supersedes CFP 15-7 dated November 2, 2020.

OPR: ASGO

DISTRIBUTION: X: OSGC; Records Management Liaison Officer; Records Management Coordinators.

ABSTRACTS

See "REAL PROPERTY RECORDS: PROPERTY ACQUIRED"

**ACCESS CONTROL RECORDS..... Schedule GS1-SL, Item #189**

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

RETENTION:

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

ACCESSION RECORDS: LIBRARY

See "ACQUISITION RECORDS: LIBRARY"

ACCIDENT RECORDS

See "VEHICLE ACCIDENT RECORDS"; see also "WORKERS' COMPENSATION RECORDS"

ACCOUNTS PAYABLE

See "FINANCIAL TRANSACTION RECORDS"

ACCOUNTS RECEIVABLE

See "FINANCIAL TRANSACTION RECORDS"

**ACQUISITION RECORDS: LIBRARY..... Schedule GS15, Item #1**

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

RETENTION:

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

ACTIVITY REPORTS

See "OPERATIONAL AND STATISTICAL REPORT RECORDS"

**ADMINISTRATIVE CONVENIENCE RECORDS ..... Schedule GS1-SL, Item #2**

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

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 RECORDS: AGENCY/PROGRAM HEADS

See "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER"

**ADMINISTRATIVE SUPPORT RECORDS..... Schedule GS1-SL, Item #3**

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

**necessitate that an individual retention schedule be established.** For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.

**RETENTION:**

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

**ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER ..... Schedule GS1-SL, Item #122**

This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as correspondence (including electronic communications); memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES." **These records may have archival value.**

**RETENTION:**

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

**ADOPTION CASE FILES: INDEPENDENT PLACEMENT ..... Schedule 1, Item #54**

This record series consists of case files on families who have adopted children independently of the department through an intermediary. The file will contain: demographic information on the child; the name, address, and telephone number of siblings, if placed elsewhere, and other relatives; birth records; court orders and other legal documents; the child's medical record, including psychiatric and psychological reports; the social assessment and background of the family and parents; a summary which reflects the dates of contact, initial assessment, case plan, and content of the workers' involvement; the department's involvement including the services offered, delivered, or rejected; the circumstances leading the parent to place the child; educational records; summary of case reviews; summary of the child's contacts with family members and ability to deal with those contacts; and a record of the child's placement with the names of caregivers, addresses, and the dates of care. A single, complete record which is maintained in a district adoption unit, a district unit that provides adoption services or in a district's closed files is the record (master) copy prior to microfilming or destruction, as appropriate. Any other records of this series are considered duplicates. This record series does not include documents which may be in these files regarding an unfounded or indicated report of abuse or neglect and the related investigation, which have a retention schedule that differs from that for Independent Adoption Placement case files. This retention is set by Rule 10M-24.045 FAC.

**RETENTION:**

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

**ADOPTION CASE FILES: NO PLACEMENT ..... Schedule 1, Item #56**

This record series consists of case files on families who have applied to the Department of Health and Rehabilitative Services to adopt children who have been permanently committed for adoption. These families have not had children placed in their homes. This file may contain evaluations of the family wishing to adopt, background checks, demographic data, summary reviews of the family's relationship with the perspective child(ren), and comments by the child(ren) on the family. A single, complete record which is maintained in a district adoption unit, a district unit that provides adoption services or in a district's closed files is the record (master) copy prior to microfilming or destruction, as appropriate. Any other records of this series are considered duplicates. This records series does not include documents which may be in these files regarding an unfounded or indicated report of abuse or neglect and the related investigation, which have a retention schedule that differs from that for Adoption Placement case files.

**RETENTION:**

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

**ADOPTION CASE FILES: PLACEMENT..... Schedule 1, Item #55**

This record series consists of case files on families who have applied to the Department of Health and Rehabilitative Services to adopt children who have been permanently committed for adoption. These families have had children placed in their homes. In cases in which a child was placed with the family, the adoption was finalized and no further services are to be offered by the department, the file contains the family record, the foster care record of the child(ren) placed with the family and materials relating to any previous service activity or supervision of the family in other Children, Youth and Family Services dependency programs. A single, complete record which is maintained in a district adoption unit, a district unit that provides adoption services or in a district's closed files is the record (master) copy prior to microfilming or destruction, as appropriate. Any other records of this series are considered duplicates. This record series does not include documents which may be in these files regarding an unfounded or indicated report of abuse or neglect and the related investigation, which have a retention schedule that differs from that for Adoption Placement case files. This retention is set by Rule 10M-24.045 FAC.

**RETENTION:**

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

**ADULT ABUSE CASE RECORDS LOCKED ON OR AFTER 9/1/2000: NO INDICATORS**  
See "ADULT ABUSE CASE RECORDS: NO INDICATORS"

**ADULT ABUSE CASE RECORDS LOCKED ON OR AFTER 9/1/2000: SOME INDICATORS**  
See "ADULT ABUSE CASE RECORDS: NOT SUBSTANTIATED"

**ADULT ABUSE CASE RECORDS LOCKED ON OR AFTER 9/1/2000: VERIFIED FINDINGS**  
See "ADULT ABUSE CASE RECORDS: VERIFIED FINDINGS"

**ADULT ABUSE CASE RECORDS: NO INDICATORS..... Schedule 35**

This record series consists of investigation reports of adult abuse, neglect, exploitation, or self-neglect that have been completed with a finding of "No Indicators" for all maltreatments. The series may include, but is not limited to, the investigation report, correspondence, field notes, case narratives, court documents, printouts or reports, related forms, and other supporting documentation. The record copy is the copy stored in the Florida Safe Families Network (FSFN) (or subsequent system); all other copies are duplicates. Paper records may not be destroyed until data entered into FSFN has been verified as retrievable. Records created pursuant to Chapter 415, Florida Statutes, Adult Protective Services. This schedule supersedes Schedule 14.

**RETENTION:**

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

**ADULT ABUSE CASE RECORDS: NO JURISDICTION..... Schedule 40**

This record series consists of investigation reports of suspected adult abuse, neglect, or exploitation that have been determined not to be within the department's jurisdiction. The series may include, but is not limited to, investigation reports, correspondence, field notes, case narratives, court documents, printouts, related forms, and other relevant records. The record copy is the copy stored in the Florida Safe Families Network (FSFN) (or subsequent system); all other copies are duplicates. Paper records may not be destroyed until data entered into FSFN has been verified as retrievable. Records created pursuant to Chapter 415, Florida Statutes, Adult Protective Services. This schedule supersedes Schedule 1, Item 85.

**RETENTION:**

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

**ADULT ABUSE CASE RECORDS: NOT SUBSTANTIATED ..... Schedule 36**

This records series consists of investigation reports of adult abuse, neglect, exploitation, or self-neglect that have been completed with a finding of "Not Substantiated" for one or more alleged maltreatments. The series may include, but is not limited to, investigative report, correspondence, field notes, case narratives, court documents, printouts, related forms, and other relevant records. The record copy is the copy stored in the Florida Safe Families Network (FSFN) (or subsequent system); all other copies are duplicates. Paper records may not be

destroyed until data entered into FSFN has been verified as retrievable. Records created pursuant to Chapter 415, Florida Statutes, Adult Protective Services. This schedule supersedes Schedule 15.

**RETENTION:**

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

**ADULT ABUSE CASE RECORDS: VERIFIED FINDINGS.....Schedule 37**

This record series consists of investigation reports of adult abuse, neglect, exploitation, or self-neglect that have been completed with a finding of "Verified" for one or more alleged maltreatments. The series may include, but is not limited to, investigation reports, correspondence, field notes, case narratives, court documents, printouts, related forms, and other relevant records. The record copy is the copy stored in the Florida Safe Families Network (FSFN) (or subsequent system); all other copies are duplicates. Paper records may not be destroyed until data entered into FSFN has been verified as retrievable. Records created pursuant to Chapter 415, Florida Statutes, Adult Protective Services. This schedule supersedes Schedule 16; Schedule 1, Item 83; and Schedule 1, Item 84

**RETENTION:**

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

**ADULT ABUSE RECORDS: CLOSED WITHOUT CLASSIFICATION ("locked" on or before 8/31/2000) ..... Schedule 1, Item #87**

This record series consists of all forms, correspondence, reports, field notes, case narratives, court documents, Florida Protective Services System, Client Information System or other computer system forms and other documentation related to a report of abuse or neglect which was closed without classification.

**RETENTION:**

- a) Record copy. 7 years after the date the report was classified and closed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADULT ABUSE RECORDS: CONFIRMED ("locked" on or before 8/31/2000)  
See "ADULT ABUSE CASE RECORDS: VERIFIED FINDINGS"

ADULT ABUSE RECORDS: PROPOSED CONFIRMED (Refusal of Service) ("locked" on or before 8/31/2000)  
See "ADULT ABUSE CASE RECORDS: VERIFIED FINDINGS"

**ADULT ABUSE RECORDS: UNFOUNDED ("locked" on or before 8/31/2000)..... Schedule 1, Item #86**

This record series consists of all forms, correspondence, reports, field notes, case narratives, court documents, Florida Protective Services System, Client Information System or other computer system forms and other documentation related to an "unfounded" report of abuse or neglect. FS 415.1065(1)

**RETENTION:**

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

**ADULT PROTECTIVE SUPERVISION CASE FILES .....Schedule 34**

This record series consists of client case files for individuals receiving voluntary or court-ordered Adult Protective Supervision. The series may include, but is not limited to, correspondence, forms, reports, field notes, case narratives, court documents, case management printouts, and other supporting documentation. Cases are closed when the court orders a termination of services or when the client requests services be terminated. The record copy is the copy stored in the Adult Services Information System (ASIS) (or subsequent system); all other copies are duplicates. Paper records may not be destroyed until data entered into ASIS has been verified as retrievable. Records created pursuant to Chapter 415, Florida Statutes, Adult Protective Services. This schedule supersedes Schedule 17.

**RETENTION:**

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

**ADULT SERVICES CASE RECORDS .....Schedule 41**

This record series consists of case records for former, potential, and current applicants or recipients of services, other than Protective Supervision, administered by Adult Protective Services. This includes services for home and community based services programs and services grouped under Protective Intervention. The series may

include, but is not limited to, applications, correspondence, notes, related forms, and other relevant records. The record copy is the copy stored in the Adult Services Information System (ASIS) (or subsequent system); all other copies are duplicates. Paper records may not be destroyed until data entered into ASIS has been verified as retrievable. Records created pursuant to Chapter 415, Florida Statutes, Adult Protective Services. This schedule supersedes Schedule 1, Item 91.

**RETENTION:**

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

**ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

**ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

**ADVERTISEMENTS: LEGAL ..... Schedule GS1-SL, Item #25**

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, Florida Statutes, Legal and Official Advertisements, or that have appeared in the Florida Administrative Register or Florida Administrative Weekly as stipulated in Section 120.525(1), Florida Statutes, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any other legal advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

**RETENTION:**

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

**AFFIRMATIVE ACTION RECORDS ..... Schedule GS1-SL, Item #82**

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

**RETENTION:**

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

**AGENCY ORDERS**

See "FINAL ORDERS RECORDS"

**AGENDAS**

See "MINUTES: OFFICAL MEETINGS"

**AGREEMENTS: CAPITAL IMPROVEMENT**

See "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY"

**AGREEMENTS: NON-CAPITAL IMPROVEMENT**

See "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT"

**ANNUAL BUDGETS**

See "BUDGET RECORDS: APPROVED ANNUAL BUDGET"  
or see "BUDGET RECORDS: SUPPORTING DOCUMENTS"

**ANNUAL FINANCIAL REPORTS**

See "ANNUAL REPORTS: GOVERNING BODY"

**ANNUAL LEAVE RECORDS**

See "ATTENDANCE AND LEAVE RECORDS"

## ANNUAL LEDGERS

See "FINANCIAL HISTORY SUMMARY RECORDS"

**ANNUAL REPORTS: GOVERNING BODY ..... Schedule GS1-SL, Item #245**

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

## RETENTION:

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

## APPEAL HEARINGS RECORDS

See "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED"

## APPLICATIONS: EMPLOYMENT (NOT HIRED)

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

## APPLICATIONS: LEAVE OF ABSENCE

See "ATTENDANCE AND LEAVE RECORDS"

## APPLICATIONS: LIBRARY CARDS (USER REGISTRATION)

See "USER REGISTRATION"

## APPOINTMENT BOOKS

See "CALENDARS"

## APPROVED BUDGETS

See "BUDGET RECORDS: APPROVED ANNUAL BUDGET"

or see "BUDGET RECORDS: SUPPORTING DOCUMENTS"

**ARCHITECTURAL/BUILDING PLANS: COMMERCIAL ..... Schedule GS1-SL, Item #216**

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, Florida Statutes, Building Construction Standards, and Section 95.11(3)(c), Florida Statutes, Statute of Limitations regarding design, planning or construction of an improvement to real property. NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."

## RETENTION:

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

**ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS..... Schedule GS1-SL, Item #204**

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

**RETENTION:**

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

**ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL..... Schedule GS1-SL, Item #252**

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, Florida Statutes, Building Construction Standards, and Section 95.11(3)(c), Florida Statutes, Statute of Limitations regarding design, planning, or construction of an improvement to real property. NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:**

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

**ASBESTOS RECORDS..... Schedule 13, Item #1**

This record series consists of, but is not limited to, the following types of asbestos records: surveys, specifications, analysis, reports, samples, training materials, procedures, and removal records. These records must be kept per OSHA Construction Standards (see 29 CFR Part 1926.58, Asbestos (n)(2)(iii), and 29 CFR 1910.1001).

**RETENTION:**

- a) Record copy. 30 anniversary years per OSHA standards provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**ATTENDANCE AND LEAVE RECORDS..... Schedule GS1-SL, Item #116**

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

**RETENTION:**

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

**ATTENDANCE RECORDS: COMMITTEE**

See "ATTENDANCE AND LEAVE RECORDS"

**ATTENDANCE RECORDS: OPS/TEMPORARY EMPLOYMENT**

See "ATTENDANCE AND LEAVE RECORDS"

**AUDIO RECORDINGS (of official meetings)**

See "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDSING/VIDEO RECORDINGS)"

**AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS..... Schedule GS1-SL, Item #393**

This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction



records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

**RETENTION:**

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

**AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS..... Schedule GS1-SL, Item #394**

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

**RETENTION:**

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

**AUDITS: AUDITOR GENERAL ..... Schedule GS1-SL, Item #8**

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

**RETENTION:**

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

**AUDITS: INDEPENDENT ..... Schedule GS1-SL, Item #56**

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

**RETENTION:**

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

**AUDITS: INTERNAL ..... Schedule GS1-SL, Item #73**

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

**RETENTION:**

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

**AUDITS: STATE/FEDERAL ..... Schedule GS1-SL, Item #83**

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

INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." *These records may have archival value.*

**RETENTION:**

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

**AUDITS: SUPPORTING DOCUMENTS ..... Schedule GS1-SL, Item #57**

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

**RETENTION:**

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

**AUTOMATED ACCOUNTING SYSTEM REPORTS ..... Schedule GS1-SL, Item #50**

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

**RETENTION:**

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

**BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES ..... Schedule GS2, Item #153**

This record series documents background checks performed by a law enforcement agency at the request of another agency or business for volunteer or employment purposes. The series may include, but is not limited to, background check forms, background check results and fingerprint records. For records of background checks conducted by an agency for their own hiring purposes, use General Records Schedule GS1-SL for State and Local Government Agencies, "EMPLOYMENT APPLICATION AND SELECTION RECORDS" or the applicable "PERSONNEL RECORDS" item. See also "CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC."

**RETENTION:**

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

**BACKGROUND/SECURITY CHECKS**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS" for non-hires or see "PERSONNEL RECORDS" for hired employees

**BACKUPS: ELECTRONIC/DIGITAL RECORDS**

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

**BAD CHECK RECORDS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**BALANCE SHEETS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**BANK ACCOUNT AUTHORIZATION RECORDS**

See "FINANCIAL ACCOUNT AUTHORIZATION RECORDS"

**BANK/FINANCIAL ACCOUNT STATEMENTS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**BARGAINING RECORDS (with labor organization or employee union) ..... Schedule GS1-SL, Item #87**

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

**RETENTION:**

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

**BATCH CONTROL SHEETS: CIF/SRF ..... Schedule 1, Item #43**

This record series consists of one part forms which are used to transmit groups or batches of Client Information/Service Reporting Forms to computer input operators. Information contained on the control sheets includes: district, network, and unit numbers; month, batch number, number of forms attached; date forwarded and signature. The CIF Forms are transmitted to the appropriate CIS (Client Information System) video unit in the district where the input operator records the date the batch is received, entered on the computer, the operator's initials and the verification date. The SRF forms are transmitted to the Data Center for input and recording.

**RETENTION:**

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

**BEHAVIORAL HEALTH NETWORK ADMINISTRATION AND ENROLLMENT RECORDS ..... Schedule 47**

This record series includes records related to administration of the Behavioral Health Network within the Florida KidCare program. Records related to such things as contract development, program and budget analyses, enrollment projections and status reports, communications, policy development, provider training, quality review, and general administration. The series also includes client-specific records such as applications for enrollment and disenrollment, clinical eligibility forms, alternative services reports, prescribed medications reports, enrollment referral forms, enrollment rosters, and client-specific correspondence.

**RETENTION:**

- a) Record copy. 7 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**BENEFIT RECOVERY CASE FILES ..... Schedule 12, Item #1**

A benefit recovery case file is established when public assistance payments are paid in excess of the amount the client was entitled to receive. This record series may consist of, but is not limited to, the referral to the benefit recovery program, the worker's review sheet, overpayment/overissuance report, recoupment records, and any other supporting documents in the case file. Although the actual public assistance case file may be requested for review by benefit recovery staff, the public assistance case file is subject to its own retention schedule (i.e., 1.88a). This schedule superseded all of schedule PD70.

**RETENTION:**

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

**BENEFIT RECOVERY DEBT RECORDS ..... Schedule 42**

This record series documents the recovery of money owed to the state for cash, food stamps, or Medicaid. The department intercepts Lottery winnings, client's income taxes, benefits, liens, and payroll deductions, and utilizes other means of collection. The series may include, but is not limited to, correspondence, benefit recovery numbered memorandums, various benefit recovery reports, contract information, and other related documents.

**RETENTION:**

- a) Record copy. 30 fiscal years, or 5 fiscal years after final payment, whichever is sooner, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS ..... Schedule GS1-SL, Item #70**

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

**RETENTION:**

- a) Record copy. Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS ..... Schedule GS1-SL, Item #71**

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

**RETENTION:**

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

**BID RECORDS: NON-CAPITAL IMPROVEMENT ..... Schedule GS1-SL, Item #72**

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

**RETENTION:**

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

**BIOGRAPHICAL FILES**

See "STAFF ADMINISTRATION RECORDS"

**BOND FINANCING ADMINISTRATIVE RECORDS ..... Schedule GS1-SL, Item #417**

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

**RETENTION:**

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

**BONUS/AWARD RECORDS: EMPLOYEES ..... Schedule GS1-SL, Item #333**

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

**RETENTION:**

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

**BUDGET RECORDS: APPROVED ANNUAL BUDGET ..... Schedule GS1-SL, Item #58**

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

**RETENTION:**

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

**BUDGET RECORDS: SUPPORTING DOCUMENTS ..... Schedule GS1-SL, Item #88**

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

**RETENTION:**

- a) Record copy. 3 fiscal years from the budget year the records pertain to.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BUILDING PLANS**

See "ARCHITECTURAL/BUILDING PLANS"

**BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS ..... Schedule GS1-SL, Item #169**

This record series consists of case files documenting companies that have applied to the agency for certification as a certified business enterprise. The series includes files documenting application for certification certified minority business enterprise as defined in Section 288.703, Florida Statutes, Small and Minority Business, Definitions, and in accordance with Section 287.0943, Florida Statutes, Certification of minority business enterprises, as well as certification of veteran business enterprises in accordance with Section 295.187, Florida Statutes, Florida Veteran Business Enterprise Opportunity Act. The series may include, but is not limited to, application for certification; documentation verifying ownership and control of the business by an eligible party; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, Florida Statutes; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

**RETENTION:**

- a) Record copy. 1 calendar year after expiration, revocation, or denial of business tax receipt.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT ..... Schedule GS1-SL, Item #221**

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

**RETENTION:**

- a) Record copy. 1 calendar year after expiration, revocation, or denial of business tax receipt.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CABINET AFFAIRS FILES ..... Schedule GS1-SL, Item #11**

This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida’s record copy is held by the Executive Office of the Governor until transferred to the State Archives of Florida. See also “MINUTES: OFFICIAL MEETINGS,” “MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS),” and “MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS).”

**RETENTION:**

- a) Record copy (Governor’s Office). **Permanent. Contact the State Archives of Florida for archival review after 5 years.**
- b) Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost.

**CALENDARS ..... Schedule GS1-SL, Item #89**

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

**RETENTION:**

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

**CAPITAL EXPENDITURE PLANS**

See “EXPENDITURE PLANS: CAPITAL IMPROVEMENT”

**CAPITAL IMPROVEMENT PROJECT FILES**

See “PROJECT FILES: CAPITAL IMPROVEMENT”

**CASH COLLECTION RECORDS**

See “FINANCIAL TRANSACTION RECORDS”

**CASH RECEIPT/REPORT RECORDS**

See “FINANCIAL TRANSACTION RECORDS”

**CASH REGISTER TAPES**

See “FINANCIAL TRANSACTION RECORDS: DETAIL”

**CERTIFICATION FORWARD DOCUMENTS**

See “ENCUMBRANCE/CERTIFICATION FORWARD RECORDS”

**CERTIFIED MAIL RECEIPTS**

See “MAIL: REGISTERED AND CERTIFIED”

**CETA RECORDS**

See “EMPLOYMENT ASSISTANCE PROGRAM RECORDS”

**CHECKS: CANCELED, or LOG, or REGISTERS, or STUBS**

See “FINANCIAL TRANSACTION RECORDS”

**CHILD ABUSE REPORTS (formerly Schedules 19, 23, 24 and 25)**

Replaced by “CHILD PROTECTIVE INVESTIGATIONS”

**CHILD CARE FACILITY RECORDS ..... Schedule GS1-SL, Item #257**

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

examinations; immunization against communicable diseases; and Section 1003.23, Florida Statutes, Attendance records and reports.

**RETENTION:**

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

**CHILD CARE RECORDS: SUBSIDIZED DAY CARE ..... Schedule 1, Item #58**

This record series consists of other case management, applications, etc., related to the subsidy records for children in subsidized child day care centers. The record may include client application, case management records, accident forms (for which no medical treatment was given), discipline records, skills mastery reports, field trip permission slips, notices to parents of the rules and guidelines for the facility, and other information related to the child. These records are maintained at the day care center.

**RETENTION:**

- a) Record copy. 5 anniversary years after the child leaves the facility provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CHILD CARE RECORDS: SUBSIDIZED DAY CARE (MEDICAL) ..... Schedule 1, Item #57**

This record series consists of medical case records for children in subsidized child day care centers. The record may include demographic data on the child, emergency numbers of parents or guardians, permission slips to administer drugs, medical and immunization records, accident forms on which notations of medical treatment are recorded (including care for insect bites and allergic reactions) and other information related to the child. These records are maintained at the day care center. Florida Statutes 95.11 prohibits the destruction of medical case records for children under the age of eight.

**RETENTION:**

- a) Record copy. 7 years or until the child reaches 8 years of age, whichever occurs first.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

**CHILD CARE STAFF CREDENTIAL APPLICATION FILES..... Schedule 43**

This record series consists of child care credential records of former, potential, and current staff working at licensed child care facilities. The series may include, but is not limited to, applications, correspondence, college transcripts, training certificates, letters of recommendation, notes, related forms, and other relevant records. Records created pursuant to Section 402.305(3), Florida Statutes, Minimum staff credentials, and Rule 65C-22.003, Florida Administrative Code, Training.

**RETENTION:**

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

CHILD DEATH REVIEWS (formerly Schedules 20, 23, 24 and 25)  
 Replaced by "CHILD PROTECTIVE INVESTIGATIONS"

CHILD DEATH REVIEWS: INVESTIGATIVE FILE (formerly Schedules 1[Item #82], 23, 24 and 25)  
 Replaced by "CHILD PROTECTIVE INVESTIGATIONS"

**CHILD PROTECTIVE INVESTIGATIONS/CHILD DEATH REVIEWS..... Schedule 27 (where final finding is classified as either "No Indicators", or as "Some Indicators", or as "Verified")**

This record series consists of all child abuse/neglect investigations, related forms, correspondence, field notes, case narratives, court documents, and Florida Safe Families Network (FSFN) and/or HomeSafenet Child Safety Assessments, including cases where the final finding of maltreatment(s) is classified as a "No Indicators", a "Some Indicators", or a "Verified" finding of abuse or neglect. Additionally, if the finding is a death maltreatment, this record series includes either the comprehensive or limited death review and all supporting documents. Operating Procedure 175-17 describes the procedures for a careful review of the deaths of all children who have died due to alleged abuse or neglect and the preparation of a final report in certain cases. Retention pursuant to s.39.202(7), F.S., Confidentiality of reports and records in cases of child abuse or neglect. Please refer to ss.39.0132, F.S., Oaths, records, and confidential information; 39.202, F.S., Confidentiality of reports and records

in cases of child abuse or neglect; and 383.402, F.S., Child abuse death review; and Rules 65C-29, F.A.C., Protective Investigations, and 65C-30, F.A.C., General Child Welfare Provisions.

**RETENTION:**

- a) Record copy. Retain until the 30<sup>th</sup> birthday of the youngest alleged victim among the subjects of the record, regardless of whether the victim is still living. (If the abuse record mentions only one child, retain the record until that child is 30 [or, for a death review case, until that child would have turned 30]. If other children are mentioned in the record and all of the other children are also alleged victims, retain the record until the youngest child is 30 [or would have turned 30 if the child has died]. If other children are mentioned and some are alleged victims and some are not, retain the record until the youngest alleged victim is 30 [or would have turned 30 if the child has died].)
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CHILDREN’S LEGAL SERVICES CASES FILES .....Schedule 33**

This record series consists of case files for various types of legal actions involving children or families that that are being served by the Department of Children and Families in Foster Care, Substitute Care, Emergency Shelter Care, or Adoptions. The legal actions included, but are not limited to, dependency hearings, termination of parental rights, injunctions to prevent child abuse, and adoption proceedings. Case files may include pleadings, depositions, transcripts of hearings, briefs, petitions, orders, memoranda of law, correspondence and working papers. Retention is pursuant to Section 39.202, Florida Statutes, Confidentiality of reports and records in cases of child abuse or neglect.

**RETENTION:**

- a) Record copy. Retain until child who is the subject of the record is 30 years of age.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**CIP PLANS**

See “EXPENDITURE PLANS: CAPITAL IMPROVEMENT”

**CLAIM/RECOVERY FORM: DEATH OF PUBLIC ASSISTANCE RECIPIENT.....Schedule 1, Item #15**

This record series consists of Dept. Children and Families Form 325. This form is completed by the social worker when a client dies. It provides information to the Division’s attorneys, so that they may proceed with Florida’s Claim and Recovery Law regarding property and other resources. The record copy is held by the Estate Recovery Section of the Bureau of Benefit Recovery in Tallahassee. Reference: 409.345(3) F.S.

**RETENTION:**

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

**CLIENT CASE FILES: HUMAN/SOCIAL SERVICES.....Schedule GS1-SL, Item #275**

[NOTE: This retention schedule may NOT be used by DCF programs that have a program-specific retention schedule for case files. For assistance, contact the DCF Records Management Liaison Officer.]

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

**RETENTION:**

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

**CLIENT INFORMATION RECORDS .....Schedule 1, Item #41**

This record series consists of the following forms: Registration (50-1), Developmental Services (50-3), Dependency/Delinquency Intake (50-4A), Historical) Dependency/Delinquency Intake (50-4B), Children’s Medical Services (50-5), Mental Health Institutions (50-6), and Judicial Review/Dependent Child. All forms in this series are two part forms except Developmental Services which is three part. These forms are used to record basic registration information on HRS direct service clients and the source document for input on the HRS Client Information System (CIS). These forms are completed by workers. The original (white copy) is transmitted to the District Video Terminal Site for entry on CIS. The video terminal staff will need to create an internal policy for the



verification of all input data to ensure accuracy and quality control. The white copy may NOT be destroyed until the data has been verified against it and all corrections are made. The yellow copy is filed in the client’s case record. It is the audit copy and subject to the retention schedule of the case record. The pink copy of the Developmental Services form is attached to the Habilitation Plan for discussion with the parents. HRS Form 50-1 makes obsolete the HRS Form 24.

**RETENTION:**

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

**COMMITTEE/BOARD APPOINTMENT RECORDS ..... Schedule GS1-SL, Item #334**

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

**RETENTION:**

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

**COMMITTEE/BOARD APPOINTMENT RECORDS: Non-Selected Applicants .... Schedule GS1-SL, Item #379**

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

**RETENTION:**

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

**COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS ..... Schedule GS1-SL, Item #258**

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

**RETENTION:**

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

**COMMUNICATIONS AUDIO RECORDINGS..... Schedule GS1-SL, Item #335**

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

**RETENTION:**

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

**COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES ..... Schedule GS1-SL, Item #94**

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

**RETENTION:**

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

**COMPREHENSIVE ANNUAL FINANCIAL REPORTS: SUPPORTING DOCUMENTS ..... Schedule 45**

This record series consists of supporting documents used in the preparation of the Florida Comprehensive Annual Financial Report (CAFR) as required by section 215.102, Florida Statutes. The series includes, but is not limited to, agency Statewide Financial Statement (SWFS) forms; adjustment forms; budget statement reports; agency balance sheets; working trial balances; adjustment reports; correspondence; and other related documentation.

**RETENTION:**

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

**COMPUTER LOGS ..... Schedule GS1-SL, Item #391**

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

**RETENTION:**

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

**COMPUTER REPORTS: CLIENT INFORMATION SYSTEM ..... Schedule 1, Item #35**

This record series consists of computer reports which are used throughout the districts to assist in the management of the Department's clients. The Client Information System (CIS) Registration Component contains basic client demographic information and generic service provision information that is commonly required by all programs and districts. It provides a link among programs and service providers to reduce, consolidate and eliminate duplicative content and to support integration of service delivery to clients. This series may include numerous reports. Each report varies as to number of copies produced and distributed. Report information is maintained on tape at the Data Center. The Data Center has the record copy on its system and the reports are duplicates.

**RETENTION:**

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

**CONTINUING EDUCATION RECORDS: IN-HOUSE**  
See "PERSONNEL RECORDS"

**CONTRACTS/LEASES/AGREEMENTS: CAPITAL**

**IMPROVEMENT/REAL PROPERTY ..... Schedule GS1-SL, Item #64**

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

**RETENTION:**

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

**CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT ..... Schedule GS1-SL, Item #65**

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

**RETENTION:**

- a) Record copy. 6 fiscal years after completion or termination of contract/lease/agreement.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION ..... Schedule GS1-SL, Item #337**

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

**RETENTION:**

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

**CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE..... Schedule GS1-SL, Item #17**

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

**RETENTION:**

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

**CORRESPONDENCE AND MEMORANDA:**

**PROGRAM AND POLICY DEVELOPMENT ..... Schedule GS1-SL, Item #338**

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

**RETENTION:**

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

CORRESPONDENCE: NON-ROUTINE, or ROUTINE  
 See "CORRESPONDENCE AND MEMORANDA"

**CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC.....Schedule GS2, Item #42**

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

**RETENTION:**

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

**CRITICAL INCIDENT REPORTS .....Schedule 44**

This record series consists of reports of critical incidents involving clients, department employees, licensed or contracted providers serving clients, or employees of those providers. Critical incidents are mandated in Children and Families Operating Procedure 215-6 and include, but are not limited to, client deaths, significant injury to clients, significant injury to employees, client arrests, employee arrests, employee misconduct, missing clients, and various security incidents. The incident report may contain information such as the name of the reporting staff member; the date, time and location of the incident; names of persons involved in the incident; a description of the incident; a description of staff's response to the incident; and the names of supervisors or other employees notified of the incident. The reports are utilized as a means to notify department leadership of critical incidents involving clients, staff or providers.

**RETENTION:**

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

**DAILY ACTIVITY REPORTS**

See "OPERATIONAL AND STATISTICAL REPORT RECORDS"

**DEEDS: AGENCY PROPERTY**

See "REAL PROPERTY RECORDS: PROPERTY ACQUIRED"

**DEFERRED COMPENSATION SUMMARY REPORTS .....Schedule GS1-SL, Item #339**

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

**RETENTION:**

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

**DEPOSIT/WITHDRAWAL/TRANSFER SLIPS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**DEVELOPMENTAL DISABILITIES CASE FILES**

See "DEVELOPMENTAL SERVICES CASE FILES..."

**DEVELOPMENTAL SERVICES CASE FILES: ACTIVE CLIENTS.....Schedule 1, Item #77**

This record series consists of client case files for those individuals who are active in the program. Florida Statutes, Chapter 393, requires that there be a central record for each client which will include data pertaining to admission and such information as may be required under regulation by the department. It also states that the central records shall accurately summarize each client's history and present condition. It is not a depository of day-to-day medical, therapy and training files. It contains summaries of services received, the progress made by the client and where those services were provided, annual assessments, and rehabilitation plans prescribing clients needs from the core of each client's central record. The central record is maintained in a six (6) part folder with the first section containing all legal information and eligibility data such as court orders, information on financial resources, next of kin, proof of birth, SSA, SSI and insurance. The current volume (volume 1) of the central record shall contain all information relating to the current year and two previous years. During the third

year, at the time of reassessment, material for the third prior year (except section 1, which must be retained in volume 1), must be transferred to volume 2. This process is repeated annually thereafter.

**RETENTION:**

- a) Record copy. Materials over 6 years of age are eligible for destruction.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**DEVELOPMENTAL SERVICES CASE FILES: CLOSED ADULT CLIENTS ..... Schedule 1, Item #79**

This record series consists of client case files for those clients which are over 21 years of age when they terminate the program. Florida Statutes, Chapter 393, requires that there be a central record for each client which will include data pertaining to admission and such information as may be required under regulation by the department. It also states that the central records shall accurately summarize each client's history and present condition. It is not a depository of day-to-day medical, therapy and training files. It contains summaries of services received, the progress made by the client and where those services were provided, annual assessments, and rehabilitation plans prescribing clients needs from the core of each client's central record. The central record is maintained in a six (6) part folder with the first section containing all legal information and eligibility data such as court orders, information on financial resources, next of kin, proof of birth, SSA, SSI, and insurance. No purging occurs after the date the client terminates the program. The entire case becomes eligible for destruction at the same time.

**RETENTION:**

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

**DEVELOPMENTAL SERVICES CASE FILES: CLOSED MINOR CLIENTS ..... Schedule 1, Item #78**

This record series consists of client case files for those clients which are under 21 years of age when they terminate the program. Florida Statutes, Chapter 393, requires that there be a central record for each client which will include data pertaining to admission and such information as may be required under regulation by the department. It also states that the central records shall accurately summarize each client's history and present condition. It is not a depository of day-to-day medical, therapy and training files. It contains summaries of services received, the progress made by the client and where those services were provided, annual assessments, and rehabilitation plans prescribing clients needs from the core of each client's central record. The central record is maintained in a six (6) part folder with the first section containing all legal information and eligibility data such as court orders, information on financial resources, next of kin, proof of birth, SSA, SSI, and insurance. No purging occurs after the date the client terminates the program. The entire case becomes eligible for destruction at the same time.

**RETENTION:**

- a) Record copy. Retain until subject is 21.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**DEVELOPMENTAL SERVICES CASE FILES: DECEASED CLIENTS ..... Schedule 1, Item #80**

This record series consists of client case files for developmental services clients who died while in the program's care. Florida Statutes, Chapter 393, requires that there be a central record for each client which will include data pertaining to admission and such information as may be required under regulation by the department. It also states that the central records shall accurately summarize each client's history and present condition. It is not a depository of day-to-day medical, therapy and training files. It contains summaries of services received, the progress made by the client and where those services were provided, annual assessments, and rehabilitation plans prescribing clients needs from the core of each client's central record. The central record is maintained in a six (6) part folder with the first section containing all legal information and eligibility data such as court orders, information on financial resources, next of kin, death certificate, proof of birth, SSA, SSI and insurance. No purging occurs after the client's death. The entire case file is eligible for destruction at the same time.

**RETENTION:**

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

**DEVELOPMENTAL SERVICES RESIDENTIAL HOME LICENSING RECORDS**  
Use "FOSTER PARENT HOME CASE FILES"

**DIRECTIVES/POLICIES/PROCEDURES ..... Schedule GS1-SL, Item #186**

This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that outline the methods for accomplishing the functions and activities

assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." **These records may have archival value.**

RETENTION:

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

**DISABILITY RECORDS: REVIEW SECTION ..... Schedule 1, Item #14**

This record series consists of folders alphabetically arranged that hold all material submitted by the Division of Economic Services and used by the Medical Review Teams and State Supervising Ophthalmologist for making decisions related to the eligibility factors of permanent and total disability and blindness for the state public assistance programs of Aid to the Disabled and Aid to the Blind. The folders are placed in the file immediately following the release of a decision to the Regional Offices. The record copy is held at central office in Tallahassee.

RETENTION:

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

**DISASTER PREPAREDNESS DRILL RECORDS ..... Schedule GS1-SL, Item #259**

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

RETENTION:

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

**DISASTER PREPAREDNESS PLANS ..... Schedule GS1-SL, Item #210**

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

RETENTION:

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

**DISASTER RELIEF RECORDS..... Schedule GS1-SL, Item #321**

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.

**RETENTION:**

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

**DISBURSEMENT RECORDS: DETAIL**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**DISBURSEMENT RECORDS: SUMMARY**

See "FINANCIAL TRANSACTION RECORDS: SUMMARY"

**DISCIPLINARY CASE FILES: EMPLOYEES ..... Schedule GS1-SL, Item #98**

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

**RETENTION:**

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

**DIVORCE CASE FILES: CUSTODY ..... Schedule 2, Item #4**

This record series consists of individual and family case files which are created by the department pursuant to section 61.20(2), F.S. This file consists of the supporting documents for a final report on the home life of a family, a child's relationship with its parents, and the quality of parenting. This report helps the court determine custody of the child. The case file may include, but is not limited to, copies of court orders, correspondence, narrative reports, background information, police reports, vital statistics (birth/marriage/divorce/death certificates), and other related materials. The copy of record exists in the Clerk of the Court's Office in the marriage Dissolution Record. A duplicate is maintained by the local service unit.

**RETENTION:**

- a) Record copy. 7 anniversary years after case closure or age 18.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**DONATION RECORDS..... Schedule GS1-SL, Item #342**

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

**RETENTION:**

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

**DRAFTS AND WORKING PAPERS..... Schedule GS1-SL, Item #242**

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

**RETENTION:**

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

**DRUG TEST CASE FILES..... Schedule GS1-SL, Item #260**

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

**RETENTION:**

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

**DRUG TEST PROGRAM ADMINISTRATION RECORDS..... Schedule GS1-SL, Item #262**

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

**RETENTION:**

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

**E-MAIL RECORDS**

See "ELECTRONIC COMMUNICATIONS"

**EDUCATIONAL RECORDS**

See "PERSONNEL RECORDS"

**EEO RECORDS/REPORTS**

See "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS"

***ELECTRONIC COMMUNICATIONS (E-MAIL RECORDS)***

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voiceover-internet protocol, or other format), or any other current or future electronic messaging technology or device. Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in



which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

**ELECTRONIC FUNDS TRANSFER RECORDS ..... Schedule GS1-SL, Item #264**

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

**RETENTION:**

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

**ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION ..... Schedule GS1-SL, Item #231**

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

**RETENTION:**

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

**EMPLOYEE ASSISTANCE PROGRAM RECORDS ..... Schedule GS1-SL, Item #269**

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

**RETENTION:**

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

**EMPLOYEE CONDUCT COUNSELING RECORDS ..... Schedule GS1-SL, Item #206**

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

**RETENTION:**

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

**EMPLOYEE DISCIPLINARY CASE FILES**

See "DISCIPLINARY CASE FILES: EMPLOYEES"

**EMPLOYEE LEAVE SLIPS**

See "ATTENDANCE AND LEAVE RECORDS"

**EMPLOYEE PRE-COUNSELING RECORDS**

See "EMPLOYEE CONDUCT COUNSELING RECORDS"

EMPLOYER'S SUPPLEMENTARY REPORT

See "WORKERS' COMPENSATION RECORDS"

**EMPLOYMENT APPLICATION AND SELECTION RECORDS ..... Schedule GS1-SL, Item #24**

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

RETENTION:

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

**EMPLOYMENT ASSISTANCE PROGRAM**

**NONEXPENDABLE PROPERTY RECORDS ..... Schedule GS1-SL, Item #343**

This record series consists of records relating to nonexpendable property acquired under federal employment assistance programs, such as the Workforce Investment Act (WIA), or predecessor programs, such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). Nonexpendable property is property that is not consumed in use and that retains its original identity during the period of use.

RETENTION:

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

**EMPLOYMENT ASSISTANCE PROGRAM RECORDS ..... Schedule GS1-SL, Item #113**

This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). The series may include, but is not limited to, reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation.

RETENTION:

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

EMPLOYMENT ELIGIBILITY RECORDS

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

EMPLOYMENT EXAMINATION RECORDS

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

EMPLOYMENT VERIFICATION RECORDS

See "VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT"

**ENCUMBRANCE/CERTIFICATION FORWARD RECORDS ..... Schedule GS1-SL, Item #20**

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

RETENTION:

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

**ENVIRONMENTAL REGULATION COMPLIANCE RECORDS..... Schedule GS1-SL, Item #167**

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

**RETENTION:**

- a) Record copy. 5 fiscal years after completion of project, reporting requirement, or other applicable activity.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS ..... Schedule GS1-SL, Item #103**

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

**RETENTION:**

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

**EQUIPMENT REFERENCE FILES..... Schedule GS1-SL, Item #223**

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

**RETENTION:**

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

**EQUIPMENT/VEHICLE MAINTENANCE RECORDS..... Schedule GS1-SL, Item #104**

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

**RETENTION:**

- a) Record copy. 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair, whichever occurs first.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EQUIPMENT/VEHICLE USAGE RECORDS..... Schedule GS1-SL, Item #224**

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

**RETENTION:**

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

**EXECUTIVE ORDERS**

See "DIRECTIVES/POLICIES/PROCEDURES"; see also "DISASTER PREPAREDNESS PLANS"

**EXPENDITURE PLANS: CAPITAL IMPROVEMENT ..... Schedule GS1-SL, Item #208**

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean

improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. **These records may have archival value.**

**RETENTION:**

- a) Record copy. 50 anniversary years. **State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EXPENDITURE RECORDS/ REPORTS**

See "FINANCIAL TRANSACTION RECORDS"

**EXPOSURE RECORDS..... Schedule GS1-SL, Item #227**

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

**RETENTION:**

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

**FACILITY RESERVATION/RENTAL RECORDS..... Schedule GS1-SL, Item #270**

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

**RETENTION:**

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

**FAMILY MEDICAL LEAVE ACT (FMLA)**

See "ATTENDANCE AND LEAVE RECORDS"

**FAMILY SAFETY REVENUE MAXIMIZATION CASE RECORDS. Schedule 32 (formerly Schedule 11, Item #1)**

This record series documents the department's eligibility for federal reimbursement for services provided to an individual client or family referred to the department. The services include, but are not limited to, medical care covered by Medicaid, Title IV-A or IV-E child-in-care or substitute care or emergency shelter care, and adoption subsidy. Each case may consist of correspondence, field notes, forms, client/family income and eligibility documentation, financial records (including subsidy eligibility and payment records), court documents, Florida Safe Families Network (FSFN) and/or HomeSafenet documents, and any other documents related to the cost of services and the individual client's or family's eligibility for the services. Records created pursuant to Chapter 39, Florida Statutes, Proceedings Relating to Children; and Florida Administrative Code Rule 65C-28, Out-of-Home Care; Rule 65C-29, Protective Investigations; Rule 65C-30, General Child Welfare Provisions; and Rule 65C-31, services to Young Adults Formerly in the Custody of the Department. Retained pursuant to Section 39.202(7), Florida Statutes, Confidentiality of reports and records of child abuse or neglect. This schedule supersedes schedule 11.1.

**RETENTION:**

- a) Record copy. Retain until the child who is the subject of the record is 30 years of age.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**FEASIBILITY STUDY RECORDS ..... Schedule GS1-SL, Item #106**

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

**RETENTION:**

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

**FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS ..... Schedule GS1-SL, Item #157**

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

**RETENTION:**

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

**FINAL ORDERS RECORDS: INDEXED OR LISTED ..... Schedule GS1-SL, Item #67**

(NOTE: See "Hearings Records," Schedule 46, for information concerning the retention of Final Orders issued by the DCF Office of Appeal Hearings.) This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), Florida Statutes, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, Florida Statutes. Agency orders that must be indexed per Section 120.53(1)(a)2.c, Florida Statutes, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, Florida Statutes; those rendered pursuant to Section 120.57(4), Florida Statutes, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), Florida Statutes, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, Florida Statutes, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." Permanent retention is pursuant to Section 119.021(3), Florida Statutes, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, F.S., proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

**RETENTION:**

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

**FINAL ORDERS RECORDS: NOT INDEXED OR LISTED ..... Schedule GS1-SL, Item #421**  
 (NOTE: See “Hearings Records,” Schedule 46, for information concerning the retention of Final Orders issued by the DCF Office of Appeal Hearings.) This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), Florida Statutes. These final orders are those that are not declaratory statements and are not resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, Florida Statutes. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials explicitly adopted in it. See also “FINAL ORDERS RECORDS: INDEXED OR LISTED,” “FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS” and “MINUTES: OFFICIAL MEETINGS.” **For Chapter 162, F.S., proceedings, see “CODE VIOLATION RECORDS: HEARING CASE FILES.”**

**RETENTION:**

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

**FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS ..... Schedule GS1-SL, Item #396**  
 This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also “FINAL ORDERS RECORDS: INDEXED OR LISTED,” “FINAL ORDERS RECORDS: NOT INDEXED OR LISTED” and “LITIGATION CASE FILES.”

**RETENTION:**

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

**FINANCIAL ACCOUNT AUTHORIZATION RECORDS ..... Schedule GS1-SL, Item #84**  
 This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also “SIGNATURE AUTHORIZATION RECORDS.”

**RETENTION:**

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

**FINANCIAL HISTORY SUMMARY RECORDS ..... Schedule GS1-SL, Item #347**  
 This record series consists of records providing a periodic summary of an agency’s receipts and disbursements over the course of an agency’s history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.

**RETENTION:**

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

**FINANCIAL TRANSACTION RECORDS: DETAIL..... Schedule GS1-SL, Item #435**  
 This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and accounts payable related documentation. The series may also include a copy of the agency’s sales tax exemption form. NOTE: Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining

complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), Florida Statutes, Statute of Limitations on contracts, obligations, or liabilities. See also "FINANCIAL TRANSACTION RECORDS: SUMMARY."

**RETENTION:**

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

**FINANCIAL TRANSACTION RECORDS: SUMMARY ..... Schedule GS1-SL, Item #436**

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

**RETENTION:**

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

**FINGERPRINT CARDS..... Schedule 1, Item #1**

This record series consists of fingerprint cards. Fingerprinting was authorized by Florida Administrative Code subsection 11C-6.04(2)(e) and (3) for the purpose of obtaining information on these persons occupying departmental positions of special trust, responsibility or sensitivity.

**RETENTION:**

- a) Record copy. 60 days after processed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**FIRE EXTINGUISHER RECORDS**

See "INSPECTION REPORTS: FIRE EXTINGUISHER"

**FIRE INSPECTION RECORDS**

See "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH"

**FIRST REPORT OF INJURY**

See "WORKERS' COMPENSATION RECORDS"

**FLAIR**

See "AUTOMATED ACCOUNTING SYSTEM REPORTS"

**FOOD STAMP ISSUANCE RECORDS ..... Schedule 1, Item #92**

This record series consists of food coupons issued by the Department of Children and Families for eligible participants, under the Food Stamp Act of 1977. Each Economic Services unit is responsible for the ordering, receiving, inventory, disbursement, and security of the coupons.

**RETENTION:**

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

**FOSTER CARE CASE FILES..... Schedule 28**

This record series documents foster care placements and may include, but is not limited to, demographic data such as names, addresses, telephone numbers, Social Security Numbers, and marital status of parents or guardians of a child in foster care and the names, addresses, and telephone numbers of siblings, if placed elsewhere, and other relatives; intake records; birth records; court orders and other legal documents; Florida Safe Families Network (FSFN) and/or HomeSafenet Child Safety documents; child's medical record, including psychiatric and psychological reports; social assessment and background of the family and parents; summary reflecting the dates of contact, initial assessment, case plan, and content of the workers' involvement; summary of the department's involvement including the services offered, delivered, or rejected; circumstances leading to the child being in foster care; educational records; summary of case reviews; summary of the child's contacts with family members and ability to deal with those contacts; and a record of the child's placements with the names of caregivers, addresses, and the dates of care as well as documentation of the termination of parental rights. The record copy is maintained in the local service unit; any other copies are considered duplicates. Retention

pursuant to s.39.202(7), F.S., Confidentiality of reports and records in cases of child abuse or neglect. Please refer to s.39.202, F.S., Confidentiality of reports and records in cases of child abuse or neglect; and Rules 65C-28, F.A.C., Out-of-Home Care, 65C-29, F.A.C., Protective Investigations, 65C-30, F.A.C., General Child Welfare Provisions, and 65C-31, F.A.C., Services To Young Adults Formerly in the Custody of the Department.

**RETENTION:**

- a) Record copy. Retain until the child who is the subject of the record is 30 years of age.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**FOSTER PARENT HOME CASE FILES ..... Schedule 1, Item #66**

This record series consists of case records for each applicant/family desiring to provide foster home care, foster family group home care, foster family emergency shelter care. The case record includes, but is not limited to, the initial application, home study, sanitation inspection report, health records; criminal records check; abuse registry check; re-licensing summaries (annual); reports of placement and removal of foster children; case closure reports; and other information as required. A single complete report which is maintained in a local unit designates to license foster homes or in a central licensing unit within the district is the record (master) copy prior to microfilming. Any other records of this series are considered duplicates. These records are required by Rules 10M-24.048 and 10M-24.037 of the Florida Administrative Code.

**RETENTION:**

- a) Record copy. 20 years after closed; microfilm optional.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**FRONT-END FRAUD PROGRAM (FFP) CASE FILES**

See "LITIGATION CASE FILES"

**FUEL REPORTS**

See "EQUIPMENT/VEHICLE USAGE RECORDS"

**FUEL TAX REPORTS ..... Schedule GS1-SL, Item #213**

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

**RETENTION:**

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

**FUEL USE REPORTS**

See "EQUIPMENT/VEHICLE USAGE RECORDS"

**GAS TICKETS**

See "EQUIPMENT/VEHICLE USAGE RECORDS"

**GENERAL LEDGERS: ANNUAL SUMMARY, or SUPPORTING DOCUMENTS**

See "FINANCIAL HISTORY SUMMARY RECORDS"



**GEOGRAPHIC INFORMATION SYSTEMS****(GIS) DATA LAYERS AND DATASETS ..... Schedule GS1-SL, Item #381**

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

**RETENTION:**

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

**GEOGRAPHIC INFORMATION SYSTEMS (GIS)****SNAPSHOTS: ADMINISTRATIVE ..... Schedule GS1-SL, Item #382**

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

**RETENTION:**

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

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL..... Schedule GS1-SL, Item #383**

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

**RETENTION:**

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

**GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA.. Schedule GS1-SL, Item #384**

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

**RETENTION:**

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

**GRANT FILES..... Schedule GS1-SL, Item #422**

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

**RETENTION:**

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

GRANT FILES: GRANTOR AGENCY  
See "GRANT FILES"

GRANT FILES: RECIPIENT  
See "GRANT FILES"

**GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)..... Schedule GS1-SL, Item #349**

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

**RETENTION:**

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

**GRIEVANCE FILES..... Schedule GS1-SL, Item #110**

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

**RETENTION:**

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

**HEALTH EXAMINATION RECORDS**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS" or see "PERSONNEL RECORDS"

**HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE ..... Schedule GS1-SL, Item #350**

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

**RETENTION:**

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

**HEARINGS, PUBLIC**

See "ADVERTISEMENTS: LEGAL"

**HEARINGS RECORDS (APPEAL HEARINGS RECORDS)**

See "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED"

**HEARINGS RECORDS: TAPES ..... Schedule 1, Item #17**

This record series consists of hearing audio tapes concerning adverse actions in which a client disagrees in service with AFDC, Nursing Home Care, Food Stamps, Title XIX and ESS programs. Tapes are used by auditors, hearing officers, and clients.

**RETENTION:**

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

**HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS ..... Schedule GS1-SL, Item #324**

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

**RETENTION:**

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

**HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS ..... Schedule GS1-SL, Item #325**

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

**RETENTION:**

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

**HIPAA RECORDS**

See "PROTECTED HEALTH INFORMATION..."

**HIRING PACKETS**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

**INCIDENT REPORT FILES ..... Schedule GS1-SL, Item #241**

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

**RETENTION:**

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

**INFORMATION REQUEST RECORDS ..... Schedule GS1-SL, Item #23**

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

**RETENTION:**

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

**INJURY/ILLNESS RECORDS ..... Schedule GS1-SL, Item #188**

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

**RETENTION:**

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

**INJURY REPORTS**

See "WORKERS' COMPENSATION RECORDS" or see "VEHICLE ACCIDENT RECORDS"  
or see "INJURY/ILLNESS RECORDS"

**INPUT RECORDS: PERSONNEL TRAINING**

See "PERSONNEL RECORDS"

**INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH ..... Schedule GS1-SL, Item #193**

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

**RETENTION:**

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

**INSPECTION REPORTS: FIRE EXTINGUISHER..... Schedule GS1-SL, Item #219**

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

**RETENTION:**

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

**INSURANCE RECORDS: AGENCY ..... Schedule GS1-SL, Item #111**

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

**RETENTION:**

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

**INTERSTATE COMPACT CASE RECORDS: DEPENDENCY ..... Schedule 29**

This record series documents the background history of children placed in Florida from another state or children placed in another state from Florida under the Interstate Compact on the Placement of Children (Dependency Compact) or its successor, the Interstate Compact for the Placement of Children. The record series may include, but is not limited to, predisposition reports, child summary, psychological reports, court orders, social history, and medical information. The Interstate Compact on Juveniles (Delinquency Compact) records, including but not limited to, predisposition study, child summary, psychological report, court orders, social history, and medical information were transferred to the Department of Juvenile Justice in 1996 and are no longer being created by the Department of Children and Families. The record copy of this series is maintained by the local service unit; all other copies are considered duplicates. Operating Procedures 175-54 and 175-55 describe the Interstate Compact process. Retention pursuant to s.39.202(7), F.S., Confidentiality of reports and records in cases of child abuse or neglect. Please refer to ss.39.202, F.S., Confidentiality of reports and records in cases of child abuse or neglect; 409.401, F.S., Interstate Compact on the Placement of Children; and 409.408, F.S., Interstate Compact for the Placement of Children; and Rules 65C-28, F.A.C., Out-of-Home Care, and 65C-30, F.A.C., General Child Welfare Provisions.

**RETENTION:**

- a) Record copy. Retain until the child who is the subject of the record is 30 years of age.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**INVENTORY: AGENCY PROPERTY ..... Schedule GS1-SL, Item #40**

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

**RETENTION:**

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

**INVENTORY: AGENCY RECORDS ..... Schedule GS1-SL, Item #319**

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

**RETENTION:**

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

**INVENTORY RECORDS**

See "INVENTORY: AGENCY PROPERTY"; see also "PROPERTY CONTROL RECORDS"

**INVENTORY RECORDS: EQUIPMENT, or PHYSICAL, or PROPERTY**

See "INVENTORY: AGENCY PROPERTY"

**INVESTIGATION CASE FILES: INSTITUTIONS ..... Schedule 1, Item #12**

This record series consists of institutional investigation case files. These case files include complaints against a staff member from a resident and by a resident against another resident. These cases may be documented and referred to AHCA for investigation against staff or to the Department of Children and Families for reports of neglect or abuse of a patient. These cases may also be handled by internal policies and may not be referred to other agencies. This series may include a complaint, deposition, confessions, interviews, evidence, photographs, police or fire reports, and other materials necessary for a thorough investigation of the complaint. Also included may be a final decree stating the outcome of the investigation (a finding of guilt, innocence, or administrative dismissal) and the punishment, if any, assessed.

**RETENTION:**

- a) Record copy. 5 years after case closed or referred to another agency.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**INVESTIGATION RECORDS: EEO (CLOSED) ..... Schedule 1, Item #90**

This record series consists of, but is not limited to, documents accumulated in preparing the filing of EEO complaint, legal documents, notes, reports and background material related to litigation of EEO investigation.

**RETENTION:**

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

**INVESTIGATION RECORDS: INSPECTOR GENERAL..... Schedule 21 (formerly Schedule 1, Item #89)**

This record series consists of, but is not limited to, DCF Inspector General's investigation files. Each file may include assignments; public requests; requests for information; allegation reviews; allegations; reports of investigations, if any; conclusions, if any; recommendations, if any; and dispositions, if any. A seven year retention makes the retention period for this record series consistent with other DCF retention schedules. Any Inspector General investigation referred for criminal action will not be destroyed until the case is resolved. At that time, a determination will be made to keep the criminal investigation file on that case for an indefinite period of time. Refer to ss. 14.32, 20.055, 112.3187-31895, and 119.07(6)(w), F.S. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

**RETENTION:**

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

**INVOICES**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**JOURNAL TRANSACTIONS (DAILY)"**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**JOURNAL TRANSACTIONS (MONTHLY SUMMARY)"**

See "FINANCIAL TRANSACTION RECORDS: SUMMARY"

JTPA RECORDS

See "EMPLOYMENT ASSISTANCE PROGRAM RECORDS"

KEY AND BADGE ISSUANCE RECORDS

See "ACCESS CONTROL RECORDS"

LEASES: CAPITAL IMPROVEMENT

See "CONTRACT/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY"

LEASES: NON-CAPITAL IMPROVEMENT

See "CONTRACT/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT"

LEASES: REAL PROPERTY

See "CONTRACT/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY"

LEAVE RECORDS

See "ATTENDANCE AND LEAVE RECORDS"

LEAVE TRANSACTION REPORTS

See "ATTENDANCE AND LEAVE RECORDS"

LEDGERS: GENERAL (ANNUAL SUMMARY)

See "FINANCIAL HISTORY SUMMARY RECORDS"

LEDGERS: GENERAL (SUPPORTING DOCUMENTS)

See "FINANCIAL TRANSACTION RECORDS"

**LEGAL CASE FILES ..... Schedule 1, Item #26**

This record series consists of case files for various types of legal actions (e.g., Petition for Declaratory Statements, Rule Adoptions and Informal Hearings; Risk Management Claims; Appeals; Certification of Need Hearings; Suits for Damages and Medicaid - Nursing Homes and Hospitals). Each case file may include complaints, pleadings, depositions, transcripts of hearings, briefs, petitions, orders, memoranda of law, correspondence and working papers. See also "CHILDREN'S LEGAL SERVICES CASE FILES".

RETENTION:

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

**LEGISLATION RECORDS ..... Schedule GS1-SL, Item #119**

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

RETENTION:

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

**LIBRARY CIRCULATION RECORDS ..... Schedule GS15, Item #4**

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

RETENTION:

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

**LICENSE FILES: DAY CARE CENTER ..... Schedule 1, Item #67**

This record series consists of licensing inspections, fire inspections, sanitation inspections, health inspection, copy of license and other correspondence related to the licensed facility.

**RETENTION:**

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

**LICENSE FILES: SUBSTANCE ABUSE FACILITIES.....Schedule 26**

This record series consists of files for licensed substance abuse facilities. Substance abuse facilities are licensed annually. A license file may include, but is not limited to, the substance abuse license application, fire and health inspections, occupational licenses, zoning approval, agency corporate and financial documents, program descriptions, agency insurance documentation, correspondence, a copy of the substance abuse license, inspection reports, and corrective actions plans relative to inspection reports. Chapter 397, F.S., Substance Abuse Services; Rule 65D-30.003, F.A.C., Department Licensing and Regulatory Standards; and, Rule 65D-30.004, F.A.C., Common Licensing Standards.

**RETENTION:**

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

**LICENSES: CHILD PLACING AGENCIES ..... Schedule 1, Item #68**

This record series consists of files for each facility that applies for licensure to provide 24-hour residential care to children or provide adoption and foster care services to children and families. This record series may include Emergency Shelters and Wilderness Programs. These files may also contain initial applications, licensing study, fire inspections, health and food services inspections, personnel, Articles of Incorporation, Bylaws, policies and procedures of the facility, training and educational requirements of staff, annual re-licensing studies, monitoring reports and copies of rate agreements. A single, complete copy which is maintained in a unit designated to license these types of facilities or in a central licensing unit within the district is the record (master) copy. Any other records of this series are considered duplicates. ***These records may have archival value – offer to the state archives before destroying.***

**RETENTION:**

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

**LITIGATION CASE FILES ..... Schedule GS1-SL, Item #27**

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

**RETENTION:**

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

**LOBBYIST REGISTRATION RECORDS ..... Schedule GS1-SL, Item #387**

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

**RETENTION:**

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



**LOGS: CIF/SRF BATCH CONTROL..... Schedule 1, Item #44**

This record series consists of logs which are used to record the transmission of batch control sheets (see Item #43) and appropriate CIF/SRF forms to computer input operators from the direct service units. Information included on the logs may include district number, network number, unit number, batch number, date forwarded and number of CIF/SRF forms attached to the batch control sheets.

**RETENTION:**

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

**LOST AND FOUND RECORDS ..... Schedule GS1-SL, Item #354**

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

**RETENTION:**

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

**MAIL: REGISTERED AND CERTIFIED ..... Schedule GS1-SL, Item #47**

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

**RETENTION:**

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

**MAIL: UNDELIVERABLE/RETURNED ..... Schedule GS1-SL, Item #1**

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

**RETENTION:**

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

**MAILING/CONTACT LISTS..... Schedule GS1-SL, Item #29**

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

**RETENTION:**

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

**MAINTENANCE RECORDS**

See "EQUIPMENT/VEHICLE MAINTENANCE RECORDS"

**MANAGEMENT REVIEWS: SUPERVISOR CASE REVIEW..... Schedule 1, Item #46**

This record series consists of a form used as an internal management tool to identify errors occurring in eligibility determinations made by case workers, and to determine the usage of Department policy. The review sheet is completed in duplicate by the Payments Unit Supervisor, who maintains the copy of record and a copy is given to the applicable case worker.

**RETENTION:**

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

**MANAGEMENT SURVEYS/STUDIES: INTERNAL ..... Schedule GS1-SL, Item #30**

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

**RETENTION:**

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

**MATERIALS SAFETY RECORDS**

See "EXPOSURE RECORDS"

**MEDICAL RECORDS ..... Schedule GS1-SL, Item #212**

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

**RETENTION:**

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

**MEDICAL RECORDS: PATIENT**

See "PATIENT MEDICAL RECORDS"

**MEETING TRANSCRIPTS**

See "MINUTES: OFFICIAL MEETINGS"

**MEMORANDA**

See "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE"

**MENTAL HEALTH AND CRIMINAL RECORDS: CIVIL COMMITMENT ..... Schedule 22**

This record series consists of all documentation concerning individual clients referred to the Sexually Violent Predator Program for consideration of civil commitment. These records may include criminal, medical and psychological data and other documentation related to an individual client and may also include progress notes, case plans and updated medical services. These records include information concerning victims of sexual crimes. Much of the documentation in these records, as described above, is confidential as provided in section 394.921, Florida Statutes (2002) and is exempt from disclosure under section 119.07, Florida Statutes (2002). The record copy for this record series is located at the civil commitment facility where the client was assigned.

**RETENTION:**

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

**MENTAL HEALTH PROCEEDING RECORDS: FORENSIC COMMITMENT ..... Schedule 1, Item #28**

This record series consists of individual commitment orders, legal charges and psychiatric reports. The copy of record is located with the various Clerks of Courts and certified copies are at the hospital where the patient was assigned. The certified copies become part of the patient medical file or resident file and take that retention (refer to the GS4). These are institutional records and are not located in the District offices. See also GS11, Item #54.

**RETENTION:**

- a) Record copy. 10 calendar years.
- b) Duplicates. As long as the item it relates to.

**MENTAL HEALTH RECORDS: CHILDREN ..... Schedule 1, Item #69**

This record series consists of all documentation concerning individual clients referred to district Case Review Committee/Service Assessment Teams (CRC/SAT) for funding for residential and/or non-residential services for Children's Mental Health. These records may include medical and psychological data and other documentation related to an individual client and their family and may also include progress notes, case plans and updated

medical, psychological or psychiatric information from the paid provider of services. This is an individual case worker's file on each client served.

**RETENTION:**

- a) Record copy. Retain until Subject is 21.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**MICROGRAPHICS: QUALITY CONTROL RECORDS..... Schedule GS1-SL, Item #282**

This record series consists of test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), Florida Administrative Code. The series may also include related supporting documentation.

**RETENTION:**

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

**MINORITY CERTIFICATION CASE FILES**

See "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS"

**MINUTES: OFFICIAL MEETINGS..... Schedule GS1-SL, Item #32**

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

**RETENTION:**

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

**MINUTES: OFFICIAL MEETINGS**

**(PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) ..... Schedule GS1-SL, Item #4**

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

**RETENTION:**

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

**MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) ..... Schedule GS1-SL, Item #123**

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

**RETENTION:**

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

**MINUTES: OTHER MEETINGS ..... Schedule GS1-SL, Item #33**

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

**RETENTION:**

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

**MONITORING**

See "MANAGEMENT REVIEWS: SUPERVISOR CASE REVIEW"

**MONTHLY REPORTS: SOCIAL SERVICES SAMPLING ..... Schedule 1, Item #2**

This record series consists of forms generated from the sampling form (HRS Form 498), including: PF 330, PF 335, PF 340, PF 341, PF 343, and PF 344.

**RETENTION:**

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

**NEWS RELEASES ..... Schedule GS1-SL, Item #34**

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

**RETENTION:**

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

**NOISE EXPOSURE MEASUREMENT RECORDS ..... Schedule GS1-SL, Item #283**

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

**RETENTION:**

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

**OFFICE EQUIPMENT FILES**

See "EQUIPMENT/VEHICLE MAINTENANCE RECORDS"

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

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

**RETENTION:**

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

**OPINIONS: LEGAL ..... Schedule GS1-SL, Item #26**

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

**RETENTION:**

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

**OPINIONS: LEGAL (SUPPORTING DOCUMENTS) ..... Schedule GS1-SL, Item #125**

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

**RETENTION:**

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

**ORGANIZATION CHARTS ..... Schedule GS1-SL, Item #126**

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

**RETENTION:**

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

**OSHA RECORDS**

See "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE",  
or "MEDICAL RECORDS", or "WORKER'S COMPENSATION RECORDS"

**OTI's (Out-of-Town Inquiries)**

See "INFORMATION REQUEST RECORDS"

**PARKING DECAL/PERMIT RECORDS: EMPLOYEES ..... Schedule GS1-SL, Item #127**

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

**RETENTION:**

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

**PATIENT MEDICAL RECORD ..... Schedule GS4, Item #80**

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

**RETENTION:**

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

**PAYMENT CARD SENSITIVE AUTHENTICATION DATA..... Schedule GS1-SL, Item #395**

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

**RETENTION:**

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

**PAYROLL RECORDS: COURT-ORDERED GARNISHMENT ..... Schedule GS1-SL, Item #385**

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

**RETENTION:**

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

**PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS ..... Schedule GS1-SL, Item #129**

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

**RETENTION:**

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

**PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS ..... Schedule GS1-SL, Item #183**

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

**RETENTION:**

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

**PAYROLL RECORDS: NOT POSTED ..... Schedule GS1-SL, Item #214**

This record series consists of any payroll records, in any format, not posted to an employee’s retirement plan (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee’s duration of employment, and also list each rate of pay. The lengthy retention requirement is

intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:**

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

**PAYROLL RECORDS: POSTED ..... Schedule GS1-SL, Item #35**

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

**RETENTION:**

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

**PAYROLL RECORDS: SUPPORTING DOCUMENTS ..... Schedule GS1-SL, Item #195**

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

**RETENTION:**

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

**PEER REVIEW EVALUATIONS**

See "BONUS/AWARD RECORDS: EMPLOYEES"

**PERMITS: CONFINED SPACE ENTRY ..... Schedule GS1-SL, Item #284**

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

**RETENTION:**

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

**PERQUISITE REPORTS/EMPLOYEE RENTAL INFORMATION ..... Schedule 1, Item #11**

This record series consists of monthly reports which list the employees who reside on hospital grounds, the nurses' home, residences and apartments and the amount paid by the employees as rental payments. This is primarily an institutional record series and is not used by the District Offices, Headquarters, or the CPHU's.

**RETENTION:**

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

**PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM ..... Schedule GS1-SL, Item #19**

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

**RETENTION:**

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

**PERSONNEL RECORDS: LOCATOR**

See "STAFF ADMINISTRATION RECORDS"

**PERSONNEL RECORDS:****OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT ..... Schedule GS1-SL, Item #66**

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

**RETENTION:**

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

**PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION ..... Schedule GS1-SL, Item #378**

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

**RETENTION:**

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

**PETTY CASH DOCUMENTATION RECORDS ..... Schedule GS1-SL, Item #202**

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

**RETENTION:**

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



PLANS

See "ARCHITECTURAL/BUILDING PLANS", or "EXPENDITURE PLANS: CAPITAL IMPROVEMENT", or "DISASTER PREPAREDNESS PLANS"

**POSITION DESCRIPTION RECORDS..... Schedule GS1-SL, Item #38**

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

RETENTION:

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

**POSTAGE/SHIPPING RECORDS..... Schedule GS1-SL, Item #133**

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

RETENTION:

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

PRE-EMPLOYMENT RECORDS: NOT HIRED

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS

See "PUBLICATION PRODUCTION RECORDS"

PRESS RELEASES

See "NEWS RELEASES"

PROGRAM/SUBJECT/REFERENCE FILES

See "SUBJECT/REFERENCE FILES"

PROJECT CASE FILES

See "SUBJECT/REFERENCE FILES"

**PROJECT FILES: CAPITAL IMPROVEMENT..... Schedule GS1-SL, Item #136**

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

RETENTION:

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

**PROJECT FILES: FEDERAL ..... Schedule GS1-SL, Item #137**

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

**RETENTION:**

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

**PROJECT FILES: NON-CAPITAL IMPROVEMENT ..... Schedule GS1-SL, Item #138**

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

**RETENTION:**

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

**PROJECT FILES: OPERATIONAL ..... Schedule GS1-SL, Item #291**

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

**RETENTION:**

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

**PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)**

See "PROMOTION/TRANSFER REQUEST RECORDS"

**PROMOTION/TRANSFER REQUEST RECORDS ..... Schedule GS1-SL, Item #139**

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

**RETENTION:**

- a) Record copy. 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROPERTY ACCOUNTABILITY AND MAINTENANCE**

See "EQUIPMENT/VEHICLE MAINTENANCE RECORDS", or "INVENTORY: AGENCY PROPERTY", or "PROPERTY CONTROL RECORDS"

**PROPERTY CONTROL RECORDS ..... Schedule GS1-SL, Item #222**

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

**RETENTION:**

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

PROPERTY LISTS

See "INVENTORY: AGENCY PROPERTY", or "PROPERTY CONTROL RECORDS"

**PROPERTY TRANSFER RECORDS ..... Schedule GS1-SL, Item #41**

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

RETENTION:

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

**PROTECTED HEALTH INFORMATION**

**ADMINISTRATIVE RECORDS ..... Schedule GS1-SL, Item #426 (formerly #326)**

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

RETENTION:

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

PROTECTED HEALTH INFORMATION

AMENDMENT REQUEST PROVIDER RECORDS (superseded by Item #426)

**PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS ..... Schedule GS1-SL, Item #328**

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

RETENTION:

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

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS (superseded by Item #426)

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS (superseded by Item #426)

**PROTECTIVE SERVICE ALERTS ..... Schedule 2, Item #5**

This record series consists of letters or memorandums from other states to Florida's central Interstate Compact Office alerting Florida that a child, a child's siblings or family, is known to be or is expected to be in Florida. These alerts request immediate notification by Florida to the other state when the child or family is located. If

there are allegations of abuse or neglect in the alert, the original alert is sent to the Abuse Registry for handling and becomes part of an investigation case file. In this instance, this copy takes the retention period of the abuse investigation case file. If there are no allegations of abuse or neglect, a copy of the alert is sent to each district for investigation. This is the record copy. The original alert becomes a duplicate and is kept in the Interstate Compact Office.

**RETENTION:**

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

**PROTECTIVE SERVICES AND VOLUNTARY FAMILY SERVICES CASE FILES .....Schedule 30**

This record series consists of client case files containing all correspondence, forms, reports, field notes, case narratives, court documents, Client Information System (CIS) and other documentation (including HomeSafenet and/or Florida Safe Families Network [FSFN] documentation) related to an individual client or family receiving voluntary or court-ordered Protective Services. These cases are closed when the court orders a termination of services or when the family is discharged from the program. The copy of record exists with the local service unit and duplicates exist with the Abuse Hotline. Retention pursuant to s.39.202(7). F.S., Confidentiality of reports in cases of child abuse or neglect. Please refer to Chapter 39, F.S., Proceedings Relating To Children; and Rule 65C-30, F.A.C., General Child Welfare Provisions.

**RETENTION:**

- a) Record copy. Retain until the child who is the subject of the record is 30 years of age.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PUBLIC ASSISTANCE CASE FILES ..... Schedule 1, Item #88**

This record series consists of documents required by federal statute to serve as a central record for each client served by the Department of Children and Families. Public assistance programs covered by this retention schedule include: Food Stamps, Temporary Cash Assistance (formerly called Aid to Families with Dependent Children), Refugee Assistance, SSI-related benefits, Emergency Financial Assistance for Housing, Child in Care, KidCare, Optional State Supplementation, and Home Care for the Elderly. These files might contain a common application, requests for assistance, social security information, copies of birth certificates, declaration of citizenship, summaries of services received, information on financial resources. The case file does not include the actual food stamp issuance record. The active information is maintained in region/circuit service centers. With the advent of the Florida On-Line Recipient Integrated Data Access (FLORIDA) system in July 1991, records have increased considerably. An active case file may be several volumes (file folders) thick. The most current volume contains all information related to the current years as well as all vital, biographical information. Material which is more than 3 years old may be purged for destruction provided that:

- 1) The vital information required by CFOP 165-22 is retained in the current file;
- 2) There is no referral to Benefit Recovery on FLORIDA or in the case record;
- 3) There is no claim, negotiation, audit, or other action involving the filed material which is 3 years or older;
- 4) The information/documentation has no relevance to eligibility status within the last three years; and,
- 5) The documentation does not pertain to lost benefits.

**RETENTION:**

- a) Record copy. Material over 3 fiscal years old may be purged according to the above guidelines provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PUBLIC EMPLOYEE RELATIONS FILES (formerly Schedule GS1, Item #140)  
Use "GRIEVANCE FILES"**

**PUBLIC HEARINGS/NOTICES  
See "ADVERTISEMENTS: LEGAL"**

**PUBLIC DEPOSITOR ANNUAL REPORT RECORDS .....Schedule GS1-SL, Item #389**

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

Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

**RETENTION:**

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

**PUBLIC INFORMATION FILES..... Schedule GS1-SL, Item #128**

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

**RETENTION:**

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

**PUBLIC PROGRAM/EVENT RECORDS ..... Schedule GS1-SL, Item #238**

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

**RETENTION:**

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

**PUBLIC RECORDS EXEMPT STATUS**

**NOTIFICATIONS AND REDACTION REQUESTS ..... Schedule GS1-SL, Item #392**

This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under Florida Statutes Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

**RETENTION:**

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

**PUBLICATION PRODUCTION RECORDS..... Schedule GS1-SL, Item #198**

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

**RETENTION:**

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

**PURCHASE ORDER LOGS**

See "FINANCIAL TRANSACTION RECORDS", or see "PURCHASING RECORDS"

**PURCHASING RECORDS ..... Schedule GS1-SL, Item #42**

This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, copies of receiving reports, and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

**RETENTION:**

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

**QUALITY CONTROL CASE RECORDS ..... Schedule 1, Item #25**

This record series consists of quality control case folders, maintained for each case reviewed, which are pulled from a random sampling of recipients receiving AFDC, Food Stamps, and Medicaid assistance. Samples are pulled and completed on a six-month basis. HEW and USDA federal auditors audit these case records on an ongoing basis. HEW and USDA are furnished reports of Quality Control findings at the end of a six-month sample period. These case records are located in 15 unit offices throughout the state. A copy of all findings is filed in the client case files and takes that retention period. This retention pertains to the District's case files which include raw investigative data, correspondence, and a final copy of the bi-annual report.

**RETENTION:**

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

**READING FILES**

See "ADMINISTRATIVE CONVENIENCE RECORDS"

**REAL ESTATE RECORDS**

See "REAL PROPERTY RECORDS"

**REAL PROPERTY ACQUISITION AND DISPOSITION FILES**

See "REAL PROPERTY RECORDS: PROPERTY ACQUIRED"

**REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION ..... Schedule GS1-SL, Item #364**

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

**RETENTION:**

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

**REAL PROPERTY RECORDS: PROPERTY ACQUIRED..... Schedule GS1-SL, Item #172**

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

**RETENTION:**

- a) Record copy. 3 fiscal years after termination of agency's ownership of the real property.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED..... Schedule GS1-SL, Item #164**

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

**RETENTION:**

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

RECEIPT/REVENUE RECORDS: DETAIL  
See "FINANCIAL TRANSACTION RECORDS: DETAIL"

RECEIPT/REVENUE RECORDS: SUMMARY  
See "FINANCIAL TRANSACTION RECORDS: SUMMARY"

RECEIPT BOOKS: CASH  
See "FINANCIAL TRANSACTION RECORDS: DETAIL"

RECEIPTS: REGISTERED AND CERTIFIED MAIL  
See "MAIL: REGISTERED AND CERTIFIED"

RECEIVING REPORTS  
See "FINANCIAL TRANSACTION RECORDS: DETAIL", or see "PURCHASING RECORDS"

RECORDS DISPOSTION COMPLIANCE AUTHORIZATION FORMS  
See "RECORDS MANAGEMENT COMPLIANCE STATEMENTS"

**RECORDS DISPOSITION DOCUMENTATION ..... Schedule GS1-SL, Item #45**

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

**RETENTION:**

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

RECORDS DISPOSITION REQUEST FORMS  
See "RECORDS DISPOSITION DOCUMENTATION"

**RECORDS MANAGEMENT COMPLIANCE STATEMENTS..... Schedule GS1-SL, Item #322**

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

**RETENTION:**

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

**RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC ..... Schedule GS1-SL, Item #68**

This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency’s programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B24.003(1)-(8), Florida Administrative Code, Section 119.021(2)(a), Florida Statutes, and Section 257.36(6), Florida Statutes. See also “RECORDS MANAGEMENT COMPLIANCE STATEMENTS” and “RECORDS DISPOSITION DOCUMENTATION.”

**RETENTION:**

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

**RECORDS RETRIEVAL/REFERENCE RECORDS ..... Schedule GS1-SL, Item #295**

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

**RETENTION:**

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

**RECRUITMENT AND SELECTION PACKAGES**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

**REFUND REQUESTS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**REQUISITION LOGS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL", or see "PURCHASING RECORDS"

**REQUISITIONS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL", or see "PURCHASING RECORDS"

**RESUMÉS**

See "STAFF ADMINISTRATION RECORDS"

**REVENUE SHARING APPLICATONS ..... Schedule GS1-SL, Item #388**

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), Florida Administrative Code, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, Florida Statutes, Revenue Sharing Act of 1972. The Department of Revenue no longer requires annual submission of this application.

**RETENTION:**

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

**RULE DEVELOPMENT FILES ..... Schedule GS1-SL, Item #367**

This record series documents the development and approval process for Florida Administrative Code rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; Florida Administrative Register or Florida Administrative Weekly notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the Florida Administrative Code. Retention is pursuant to Section 120.54(8), Florida Statutes.

**RETENTION:**

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

**SAFETY RECORDS**

See "DISASTER PREPAREDNESS PLANS", or "INSPECTION RECORDS: FIRE/SECURITY/SAFETY", or "INSPECTION REPORTS: FIRE EXTINGUISHER"



**SALARY COMPARISON REPORTS..... Schedule GS1-SL, Item #49**

This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." **These records may have archival value.**

**RETENTION:**

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

**SALARY SCHEDULES..... Schedule GS1-SL, Item #240**

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

**RETENTION:**

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

**SAMPLING RECORDS: SOCIAL SERVICES ..... Schedule 1, Item #3**

This record series consists of "sampling," "work sampling," "social services sampling system" or "sample form". The form is used to record the activities of direct social workers providing Title XX services. This form contains three copies: dept. coordinator, unit supervisor, and district coordinator. The master is held by the department coordinator. This information is used in turn to develop percentages for federal reimbursement under Title XX provision.

**RETENTION:**

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

**SEARCH COMMITTEE RECORDS**

See "EMPLOYMENT APPLICATION AND SELECTION RECORDS"

**SECOND PARTY REVIEWS (SPRs)**

See "MANAGEMENT REVIEWS: SUPERVISOR CASE REVIEW"

**SECURITY AGREEMENT FORMS**

See "ACCESS CONTROL RECORDS"

**SIGNATURE AUTHORIZATION RECORDS ..... Schedule GS1-SL, Item #300**

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

**RETENTION:**

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

**SOCIAL SECURITY CONTROLLED SUMMARY RECORDS ..... Schedule GS1-SL, Item #144**

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

**RETENTION:**

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

**SOCIAL SECURITY WITHHOLDING RECORDS**

See "PAYROLL RECORDS, or "FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS"

SOFTWARE RECORDS

See "ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION"

**SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS ..... Schedule GS1-SL, Item #370**

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

RETENTION:

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

**STAFF ADMINISTRATION RECORDS ..... Schedule GS1-SL, Item #371**

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

RETENTION:

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost, then **offer to personnel/human resources office before disposition.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STATE AUTOMATED MANAGEMENT AND ACCOUNTING SYSTEM (SAMAS) REPORTS

See "AUTOMATED ACCOUNTING SYSTEM REPORTS"

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

See "BONUS/AWARD RECORDS: EMPLOYEES"

**SUBJECT/REFERENCE FILES ..... Schedule GS1-SL, Item #373**

This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." **These records may have archival value.**

RETENTION:

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

**SUBPOENAS ..... Schedule GS1-SL, Item #374**

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

RETENTION:

- a) Record copy. 1 anniversary year after compliance date specified in subpoena.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SUBSTANCE ABUSE AND MENTAL HEALTH: CLIENT SUMMARY RECORDS ..... Schedule 48**

This record series consists of information submitted by managing entities, state mental health treatment facilities and other organizations on persons served in substance abuse and mental health programs. The series documents such information as demographic information, behavioral health outcomes and clinical assessments.

**RETENTION:**

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

**SUPPLY RECORDS**

See "INVENTORY: AGENCY PROPERTY"

**SURVEILLANCE RECORDINGS ..... Schedule GS1-SL, Item #302**

This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings; public property (including in public vehicles such as school buses and municipal buses); public roadways such as intersections monitored by red light cameras; and broad views created via aerial surveillance such as from drones or helicopters. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners.

**RETENTION:**

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

**SURVEYS**

See "MANAGEMENT SURVEYS/STUDIES: INTERNAL"

**TELEPHONE CALL RECORDS ..... Schedule GS1-SL, Item #28**

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

**RETENTION:**

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

**TELEPHONE LOGS**

See "TELEPHONE CALL RECORDS"

**TELEPHONE MESSAGES**

See "TRANSITORY MESSAGES"

**TIME CARDS/TIMESHEETS**

See "ATTENDANCE AND LEAVE RECORDS", or see "PAYROLL RECORDS: SUPPORTING DOCUMENTS"

**TRAINING MATERIAL RECORDS ..... Schedule GS1-SL, Item #147**

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

**RETENTION:**

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

## TRAINING RECORDS

See "PERSONNEL RECORDS"

**TRANSITORY MESSAGES..... Schedule GS1-SL, Item #146**

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

## RETENTION:

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

**TRAVEL RECORDS ..... Schedule GS1-SL, Item #52**

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

## RETENTION:

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

## TRIAL BALANCE REPORTS

See "FINANCIAL TRANSACTION RECORDS: SUMMARY"

**UNABLE TO LOCATE RECORDS..... Schedule 31**

This record series consists of all correspondence, forms, reports, field notes, and documentation of efforts to locate, Client Information System (CIS), HomeSafenet, Florida Safe Families Network (FSFN) or other computer system forms, and other documentation relating to a report regarding an individual child or family who could not be located. Operating Procedure 175-85 describes uniform policy for ensuring that prompt and comprehensive actions are taken when children are missing for any reason. This operating procedure identifies the steps to be taken in order to prevent runaways, locate missing children, prevent further incidents, and provide needed services. A single, complete record is generated and maintained in the local service unit's office and is the record copy. All other copies are considered duplicates. Retention pursuant to s.39.202(7), F.S., Confidentiality of reports in cases of child abuse or neglect. Please refer to Chapter 39, F.S., Proceedings Relating To Children; and Rules 65C-29, F.A.C., Protective Investigations, and 65C-30, F.A.C., General Child Welfare Provisions.

## RETENTION:

- a) Record copy. Retain until the child who is the subject of the record is 30 years of age.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**UNCLAIMED PROPERTY RECORDS ..... Schedule GS1-SL, Item #309**

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

## RETENTION:

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

**UNEMPLOYMENT COMPENSATION/****REEMPLOYMENT ASSISTANCE TAX RECORDS..... Schedule GS1-SL, Item #149**

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, Florida Administrative Code, Reports Required of Liable

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

**RETENTION:**

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

**USER REGISTRATION.....Schedule GS15, Item #12**

This record series consists of physical or electronic records that establish that an individual has library borrowing privileges and includes the individual's name and may include their address, telephone number, date of birth, and/or social security number. For libraries using manual circulation systems the application may also be used as the User Registration record.

**RETENTION:**

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

**VALIDATING MACHINE TAPE RECORDS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**VEHICLE ACCIDENT RECORDS .....Schedule GS1-SL, Item #78**

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

**RETENTION:**

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

**VEHICLE EXPENSE RECORDS**

See "VEHICLE RECORDS"

**VEHICLE LOGS**

See "EQUIPMENT/VEHICLE USAGE RECORDS"

**VEHICLE RECORDS .....Schedule GS1-SL, Item #154**

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

**RETENTION:**

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

**VENDOR FILES ..... Schedule GS1-SL, Item #97**

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

**RETENTION:**

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

**VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT ..... Schedule GS1-SL, Item #243**

This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

**RETENTION:**

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

**VISITOR/ENTRY RECORDS/LOGS ..... Schedule GS1-SL, Item #54**

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

**RETENTION:**

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

**VOICE MAIL**

See "TRANSITORY MESSAGES"

**VOLUNTEER RECORDS**

See "PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARTY EMPLOYMENT"

**VOUCHERS: FEDERAL PROJECTS PAID ..... Schedule GS1-SL, Item #156**

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

**RETENTION:**

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

**VOUCHERS: INDIVIDUAL AGENCY**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**VOUCHERS: JOURNAL**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**WARRANT REGISTERS**

See "FINANCIAL TRANSACTION RECORDS: DETAIL"

**WHISTLE BLOWER INVESTIGATIVE RECORDS..... Schedule GS1-SL, Item #376**

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

**RETENTION:**

- a) Record Copy. 5 anniversary years after case closed or conclusion of any litigation that may ensue. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**WORK ORDERS..... Schedule GS1-SL, Item #141**

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

**RETENTION:**

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

**WORK SCHEDULES ..... Schedule GS1-SL, Item #289**

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

**RETENTION:**

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

**WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS ..... Schedule GS1-SL, Item #55**

This record series documents employers’ efforts to comply with workers’ compensation reporting laws and rules. The series may include, but is not limited to, proof of coverage; self-insured reports; first report of injury or illness forms and associated documentation; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA’s recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also “INJURY/ILLNESS RECORDS,” “INSURANCE RECORDS: AGENCY” and the applicable PERSONNEL RECORDS item.

**RETENTION:**

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

**WORKING PAPERS**

See “DRAFTS AND WORKING PAPERS”

**W-2, W-3, W-4, or W-9 FORMS**

See “FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS”