

State of Florida

GENERAL RECORDS SCHEDULE GS5 FOR PUBLIC UNIVERSITIES AND COLLEGES



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Florida Department of State
Division of Library and Information Services

Tallahassee, Florida

850.245.6750

<http://info.florida.gov/RecordsManagers>

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city, and special district public records custodians. If you are unsure of your organization's status as a public agency, consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities, and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS9	State Attorneys
GS10	Public Defenders
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting, or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible. The **General Records Schedule GS5 for Public Universities and Colleges** covers records commonly created and/or maintained by public universities and colleges.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

General Records Schedule GS5 for Public Universities and Colleges

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Services for Records Managers* website at:

<http://info.florida.gov/RecordsManagers>.

To obtain an individual printed copy or electronic copy, fax your request to 850.245.6795, Attention: Receptionist; contact the Records Management Program at 850.245.6750; or email recmgt@dos.state.fl.us.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State, Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms “public records,” “custodian of public records,” and “agency,” as well as the fundamental process by which disposition of said records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and Records Management Program under the direction of the Division of Library and Information Services, Department of State, and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical record making and keeping, and requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - Audits are the means by which independent auditors examine and express an opinion on financial statements and, as applicable, report on public agencies' compliance with laws, regulations and internal controls. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*.

There are various types of audits. Performance audits examine the economy and efficiency and/or effectiveness of applicable programs, activities or functions. Financial audits include (1) an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; (2) an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements; and (3) an examination of any additional financial information necessary to comply with generally accepted accounting principles. As applicable, the scope of the financial audit shall include any additional auditing activities necessary to comply with the term “financial audit” as defined and used in *Government Auditing Standards*, as amended. Also as applicable, the scope of a financial audit shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Public Law 104-156 (31 USCA ss. 7501 to 7507); United States Office of Management and Budget (OMB) Circular A-133; and other applicable federal law.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Retention schedules are written to alert agencies that certain records *might* be required for audit purposes. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit, while others are not. In general, any records relating to finances or financial transactions might

be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office, and the Auditor General's Office are good sources of information as to which specific records of your agency should be retained for audit purposes.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor-agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function, or activity of the agency. The records retention schedule establishes officially the **minimum** length of time that the record series must be retained.
 - 1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing, and general administration. General records schedules can cover up to 75-80 percent of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. General records schedules have been established for program records of specific functional areas. For example, the *GS5 for Public Universities and Colleges* establishes retention requirements for program records unique to the functions and activities of those types of institutions; the *GS9 for State Attorneys* establishes retention requirements for program records unique to State Attorneys' offices; and the *GS12 for Property Appraisers* establishes retention requirements for program records unique to Property Appraisers' offices. Please contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence. For instance, if a record series is listed in both the GS1-SL and the GS3, elections offices should abide by the retention requirements cited in the GS3.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention

period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for the 20-25 percent of an agency's records that are not in a general schedule. To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at:

<http://info.florida.gov/recordsmgmt/publications.cfm>.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that, "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If a retention schedule for the records does not exist, then one must be established by following the procedures listed above for "Establishing a Records Retention Schedule."

Records Disposition Documentation - Agencies must maintain internal documentation of records disposition including retention schedule number, retention schedule item number, records series title, inclusive dates, volume (in cubic feet) of paper records destroyed, and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at <http://info.florida.gov/recordsmgmt/publications.cfm>. Agencies must maintain this documentation as a permanent record, but should **not** submit it to the Records Management Program for review or approval.

IV. ARCHIVAL VALUE

- A. **State Agencies** - The State Archives of Florida will analyze record series to identify records having enduring historic, administrative, or fiscal value that may be eligible for permanent preservation. If a record series description states, "**These records may have archival value**," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.state.fl.us. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when, and how to transfer the records to the Archives.

- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society, and culture. For your convenience, we have indicated that “**These records may have archival value**” for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

V. ELECTRONIC RECORDS

Records 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 electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VI. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency’s legal counsel should inform your Records Management Liaison Officer when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record “for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties.”
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations, and associations. Examples may include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies, and the Commission on Office Laboratory Accreditation. In an effort to enhance the professionalism of their members, these groups may place heavier burdens on public agencies than those that are mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter

retention period.

- D. Records in Support of Financial or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit (pursuant to 31 USC, Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues which arise from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state, or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form. Public records are those as defined by Section 119.011(12), *Florida Statutes*.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling, and storage are in accordance with methods, procedures, and specifications designed to protect and preserve such records on microfilm.

VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette Tapes (200)	1.0 cubic foot
Letter-size, drawer or box	1.5 cubic feet
Legal-size, drawer or box	2.0 cubic feet
Letter-size, 36-inch shelf	2.0 cubic feet
Legal-size, 36-inch shelf	2.5 cubic feet
Magnetic Tapes (12)	1.0 cubic foot
3 x 5 card, ten 12-inch rows	1.0 cubic foot
3 x 5 card, five 25-inch rows	1.0 cubic foot
4 x 6 card, six 12-inch rows	1.0 cubic foot
5 x 8 card, four 12-inch rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
(1 roll of microfilm contains approximately 1.0 cubic foot of records.)	

RECORDS RETENTION SCHEDULES

ACADEMIC PROMOTION/TENURE RECORDS

Item #80

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

RETENTION:

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

ACCREDITATION RECORDS

Item #96

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

RETENTION:

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

ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL

Item #2

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

RETENTION:

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

ACCREDITATION RECORDS: SUPPORTING DOCUMENTS

Item #39

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

RETENTION:

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

ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

Item #97

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

RETENTION:

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

ADMISSION RECORDS: REGISTERED STUDENTS

Item #41

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

RETENTION:

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

ANNUAL REPORTS: DEPARTMENTAL

Item #43

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

RETENTION:

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

ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS

Item #44

This record series consists of Integrated Postsecondary Education Data System (IPEDS) reports; Office of Civil Rights (OCR) reports; and Equal Employment Opportunity Commission (EEOC) reports, specifically the EEO-6 report, Higher Education Staff Information. Retention pursuant to 29CFR1602.50, Requirement for filing and preserving copy of report.

RETENTION:

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

CLASS ROLLS

Item #6

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

RETENTION:

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

CLASS, COURSE, ROOM, AND FACULTY SCHEDULES

Item #48

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

RETENTION:

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

COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS

Item #50

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

RETENTION:

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

COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES

Item #34

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

RETENTION:

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

DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST

Item #51

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

RETENTION:

- a) Record copy. 10 anniversary years after obsolete or superseded. *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.

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

Item #53

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

RETENTION:

- a) Record copy. 5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

Item #54

This record series documents the conduct and results of investigations into minor offenses as defined by the university or college, including but not limited to offenses resulting in suspension. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings,

hearing transcripts, recommendations, suspension notices, and final action records. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."

RETENTION:

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

DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)

Item #98

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

RETENTION:

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

DROP/ADD REQUEST RECORDS

Item #40

This record series consists of drop/add requests submitted by students for the purposes of dropping and/or adding classes at the beginning of a semester. This is not to be confused with withdrawal records. See also "WITHDRAWAL RECORDS."

RETENTION:

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

EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS

Item #99

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

RETENTION:

- a) Record copy. 4 anniversary years provided compliance achieved and maintained for at least 3 consecutive years prior to disposition.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EDUCATIONAL PLANT SURVEY REPORTS

Item #20

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

RETENTION:

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

EMPLOYEE FEE WAIVER RECORDS

Item #55

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

RETENTION:

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

ENROLLMENT RECORDS

Item #7

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

RETENTION:

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

EXAMINATION MATERIALS: NON-STANDARDIZED

Item #56

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

RETENTION:

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

EXAMINATION MATERIALS: STANDARDIZED

Item #57

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

RETENTION:

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

EXAMINATIONS: GRADUATION/CERTIFICATION

Item #100

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

RETENTION:

- a) Record copy. 1 anniversary year after final class grades posted provided no appeal is pending.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS

Item #101

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

RETENTION:

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

FEDERAL POSTSECONDARY EDUCATION SURVEYS

Item #65

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

RETENTION:

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

FINANCIAL AID RECORDS

Item #60

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

RETENTION:

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

FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED

Item #102

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

RETENTION:

- a) Record copy. 1 fiscal year after financial aid awarded without enrollment or admission denied.
- b) Duplicates. Retain until obsolete, superseded, or administrative value lost.

FINANCIAL OBLIGATION CLEARANCE RECORDS

Item #10

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

RETENTION:

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

GRADE RECORDS: DATA INPUT FORMS

Item #62

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

RETENTION:

- a) Record copy. 1 semester provided posted to Student Record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

IDENTIFICATION CARD RECORDS: FEE PAID

Item #66

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

RETENTION:

- a) Record copy. 5 fiscal years or until card no longer valid, whichever is later, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

IDENTIFICATION CARD RECORDS: NO FEE PAID

Item #67

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

RETENTION:

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

IN-SERVICE EDUCATION RECORDS

Item #14

This record series documents continuing professional education programs conducted for professors and instructors. The records provide such information as component name and identification number, program objectives, activities description, component evaluation, budget, names of participants, and performance records. Documentation of individual participation should be filed with the individual's personnel file.

RETENTION:

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

INSTITUTIONAL RESEARCH REPORTS

Item #15

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

RETENTION:

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

INSTRUCTOR EVALUATIONS

Item #68

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

RETENTION:

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

INTERN SUPERVISOR PARTICIPATION CERTIFICATES

Item #69

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

RETENTION:

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

PARKING TICKETS: FINE ASSESSED

Item #103

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

RETENTION:

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

PARKING TICKETS: NO FINE ASSESSED

Item #104

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

RETENTION:

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

PHYSICAL PLANT STATISTICAL REPORTS

Item #78

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

RETENTION:

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

PLACEMENT REPORTS

Item #18

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

RETENTION:

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

REGISTRATIONS: STUDENT

Item #27

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

RETENTION:

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

SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC

Item #105

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

RETENTION:

- a) Record copy. 6 anniversary years after graduation, last date of attendance, leaving program, or eligibility is exhausted.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SCHOLARSHIP/LOAN RECORDS

Item #83

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

RETENTION:

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

STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/REPORTS

Item #84

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

RETENTION:

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

STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

Item #86

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

RETENTION:

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

STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

Item #87

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

RETENTION:

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

STUDENT APPEAL RECORDS

Item #88

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

RETENTION:

- a) Record copy. 5 fiscal years after final appeal, provided posted to permanent record provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS

Item #106

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

RETENTION:

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

STUDENT CLASS WORK RECORDS

Item #107

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

RETENTION:

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

STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE

Item #91

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

RETENTION:

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

STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS

Item #89

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

RETENTION:

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

STUDENT NEWSPAPERS

Item #30

This record series consists of newspapers produced and distributed by student organizations officially recognized by the school. **NOTE:** Stocks of student publications are considered duplicates under this series. ***These records may have archival value.*** See also "STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS."

RETENTION:

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

STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS

Item #31

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

RETENTION:

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

STUDENT RECORDS: INTERNATIONAL STUDENTS

Item #108

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

RETENTION:

- a) Record copy. 3 anniversary years after graduation, transfer, completion, or withdrawal from program.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRANSCRIPT RELEASE FORMS

Item #95

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

RETENTION:

- a) Record copy. 4 anniversary years after records released or last effective date of authorization, whichever is later.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VETERANS RECORDS: EDUCATIONAL ASSISTANCE

Item #94

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

RETENTION:

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

WITHDRAWAL RECORDS

Item #35

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

RETENTION:

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

CROSS-REFERENCE

- ABSTRACTS: PROPERTY OWNED BY DISTRICT BOARD OF TRUSTEES
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #172, REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #3, ADMINISTRATIVE SUPPORT RECORDS
- ACCIDENT RECORDS: STUDENT/EMPLOYEE
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #241, INCIDENT REPORT FILES
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #188, INJURY RECORDS
- ACCREDITATION RECORDS: ACCREDITATION REPORT
use ACCREDITATION RECORDS
- ACCREDITATION RECORDS: FINAL SELF-STUDY
use ACCREDITATION RECORDS
- ADMISSION RECORDS: STUDENTS DENIED ADMISSION
use ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS
- ADMISSION RECORDS: UNREGISTERED STUDENTS
use ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS
- ANNUAL REPORT OF THE PRESIDENT
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #245, ANNUAL REPORTS: GOVERNING BODY
- ANNUAL REPORTS
use ANNUAL REPORTS: DEPARTMENTAL
- BENEFIT DISTRIBUTION REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #111, INSURANCE RECORDS: AGENCY
- BUDGET TRANSFER FORMS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #340, DISBURSEMENT RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #365, RECEIPT/REVENUE RECORDS: DETAIL
- CASH CONTROL REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #50, AUTOMATED ACCOUNTING SYSTEM REPORTS
- COMMITTEE RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #334, COMMITTEE/BOARD APPOINTMENT RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #379, COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS
- COURSE AND PROGRAM RECORDS
use COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS
- DISCIPLINE RECORDS: STUDENT (FINAL ACTION)
use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE
or DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)
or DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)
- DROP/ADD RECORDS
use DROP/ADD REQUEST RECORDS

General Records Schedule GS5 for Public Universities and Colleges
CROSS-REFERENCE

ENROLLMENT RECORDS: DEPARTMENTAL COPIES
use ENROLLMENT RECORDS

EXAMINATION MATERIALS: NON-STANDARDIZED (STUDENT)
use EXAMINATION MATERIALS: NON-STANDARDIZED

EXAMINATION MATERIALS: STANDARDIZED (STUDENT)
use EXAMINATION MATERIALS: STANDARDIZED

EXPULSION RECORDS: STUDENT
use DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

FACULTY ASSIGNMENT REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #378, PERSONNEL RECORDS:
SUPPLEMENTAL DOCUMENTATION

FEE COLLECTION REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #365, RECEIPT/REVENUE
RECORDS: DETAIL

FINANCIAL REPORTS: MONTHLY
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #107, FINANCIAL REPORTS:
ANNUAL (LOCAL GOVERNMENT)

FOLLOW-UP SURVEYS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #30, MANAGEMENT
SURVEYS/STUDIES: INTERNAL

FOOD SERVICE RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #365, RECEIPT/REVENUE
RECORDS: DETAIL
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #65,
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS
use ADMISSION RECORDS: REGISTERED STUDENTS
or ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) RECORDS
use ADMISSION RECORDS: REGISTERED STUDENTS
or ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

GRANT FILES: FUNDED
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #109, GRANT FILES:
GRANTOR AGENCY
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #348, GRANT FILES: RECIPIENT

GRANT FILES: GEPA-RELATED
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #109, GRANT FILES:
GRANTOR AGENCY
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #348, GRANT FILES: RECIPIENT

HIGHER EDUCATION GENERAL INFORMATION SURVEYS
use FEDERAL POSTSECONDARY EDUCATION SURVEYS

LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE SERVICE)
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #19, PERSONNEL RECORDS:
FLORIDA RETIREMENT SYSTEM

LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS SERVICE)
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #116, ATTENDANCE AND
LEAVE RECORDS

General Records Schedule GS5 for Public Universities and Colleges
CROSS-REFERENCE

NEED ASSESSMENT RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #30, MANAGEMENT SURVEYS/STUDIES: INTERNAL

PARKING TICKETS

use PARKING TICKETS: FINE ASSESSED
or PARKING TICKETS: NO FINE ASSESSED

PERMITS: MAIL SERVICE

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3, ADMINISTRATIVE SUPPORT RECORDS

PERSONNEL RECORDS: ACTIVITY REPORT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #116, ATTENDANCE AND LEAVE RECORDS

PERSONNEL RECORDS: EVALUATION ACADEMIC/PROFESSIONAL/FACULTY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #19, PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #66, PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PLANT SECURITY REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #241, INCIDENT REPORT FILES

PLANT SURVEY REPORTS

use EDUCATIONAL PLANT SURVEY REPORTS

PRIVATE LOAN AND SCHOLARSHIP RECORDS

use SCHOLARSHIP/LOAN RECORDS

PROCEDURES: MANUALS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #186, DIRECTIVES/POLICIES/PROCEDURES

PROJECT FILES: PRIORITY REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #136, PROJECT FILES: CAPITAL IMPROVEMENT

PROJECT FILES: PROGRAM DEVELOPMENT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #291, PROJECT FILES: OPERATIONAL

PROJECT FILES: REAL PROPERTY LEASES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #64, CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

PROMOTION AND TENURE RECORDS

use ACADEMIC PROMOTION/TENURE RECORDS

PROMOTION AND TENURE RECORDS: GRANTED

use ACADEMIC PROMOTION/TENURE RECORDS

REAL PROPERTY ACQUISITIONS/CONDEMNATION/DISPOSAL RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #364, REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION,
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #172, REAL PROPERTY RECORDS: PROPERTY ACQUIRED,
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #164, REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

General Records Schedule GS5 for Public Universities and Colleges
*****CROSS-REFERENCE*****

REFUND RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #340, DISBURSEMENT RECORDS: DETAIL

SAFETY-TO-LIFE INSPECTION RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #193, INSPECTION RECORDS: FIRE/SECURITY/SAFETY

STUDENT ADVISEMENT RECORDS: GRADUATE

use STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

STUDENT ADVISEMENT RECORDS: WITHDRAWAL

use STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

STUDENT COUNSELING RECORDS: GRADUATE

use STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

STUDENT COUNSELING RECORDS: WITHDRAWAL

use STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

STUDENT EMPLOYMENT RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #66, PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

STUDENT IDENTIFICATION RECORDS: FEE PAID

use IDENTIFICATION CARD RECORDS: FEE PAID

STUDENT IDENTIFICATION RECORDS: NO FEE PAID

use IDENTIFICATION CARD RECORDS: NO FEE PAID

STUDENT PROFILE ANALYSIS REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS

STUDENT TRANSCRIPTS

use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE

SUSPENSION RECORDS

use DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

TAX SHELTER ANNUITIES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #183, PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #35, PAYROLL RECORDS: POSTED

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #195, PAYROLL RECORDS: SUPPORTING DOCUMENTS

TICKETS (SOLD) REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #238, PUBLIC PROGRAM/EVENT RECORDS,

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #365, RECEIPT/REVENUE RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS

TRAINING RECORDS: INSTRUCTOR

use COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES

ALPHABETICAL LISTING

ACADEMIC PROMOTION/TENURE RECORDS	Item #80
ACCREDITATION RECORDS	Item #96
ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL	Item #2
ACCREDITATION RECORDS: SUPPORTING DOCUMENTS	Item #39
ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS	Item #97
ADMISSION RECORDS: REGISTERED STUDENTS	Item #41
ANNUAL REPORTS: DEPARTMENTAL	Item #43
ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS	Item #44
CLASS ROLLS	Item #6
CLASS, COURSE, ROOM, AND FACULTY SCHEDULES	Item #48
COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS	Item #50
COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES	Item #34
DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST	Item #51
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)	Item #53
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)	Item #54
DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)	Item #98
DROP/ADD REQUEST RECORDS	Item #40
EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS	Item #99
EDUCATIONAL PLANT SURVEY REPORTS	Item #20
EMPLOYEE FEE WAIVER RECORDS	Item #55
ENROLLMENT RECORDS	Item #7
EXAMINATION MATERIALS: NON-STANDARDIZED	Item #56
EXAMINATION MATERIALS: STANDARDIZED	Item #57
EXAMINATIONS: GRADUATION/CERTIFICATION	Item #100
FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS	Item #101
FEDERAL POSTSECONDARY EDUCATION SURVEYS	Item #65
FINANCIAL AID RECORDS	Item #60
FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED	Item #102
FINANCIAL OBLIGATION CLEARANCE RECORDS	Item #10
GRADE RECORDS: DATA INPUT FORMS	Item #62
IDENTIFICATION CARD RECORDS: FEE PAID	Item #66
IDENTIFICATION CARD RECORDS: NO FEE PAID	Item #67
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PHYSICAL PLANT STATISTICAL REPORTS	Item #78
PLACEMENT REPORTS	Item #18
REGISTRATIONS: STUDENT	Item #27
SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC	Item #105
SCHOLARSHIP/LOAN RECORDS	Item #83
STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/ REPORTS	Item #84
STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE	Item #86
STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL	Item #87
STUDENT APPEAL RECORDS	Item #88
STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS	Item #106
STUDENT CLASS WORK RECORDS	Item #107
STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE	Item #91
STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS	Item #89
STUDENT NEWSPAPERS	Item #30
STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS	Item #31

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TRANSCRIPT RELEASE FORMS	Item #95
VETERANS RECORDS: EDUCATIONAL ASSISTANCE	Item #94
WITHDRAWAL RECORDS	Item #35

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ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL CLASS ROLLS	Item #2
ENROLLMENT RECORDS	Item #6
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	Item #10
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FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED	Item #102

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PARKING TICKETS: NO FINE ASSESSED	Item #104
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