

State of Florida

GENERAL RECORDS SCHEDULE GS15 FOR PUBLIC LIBRARIES



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Florida Department of State
State Library and Archives of Florida

(850) 245-6750 Suncom 205-6750

<http://dlis.dos.state.fl.us/RecordsManagers>

**FLORIDA DEPARTMENT OF STATE
GENERAL SCHEDULE FOR PUBLIC LIBRARIES GS15**

NOTICE REGARDING RETENTION OF FINANCIAL RECORDS:

Please be advised that retention requirements for financial records stated in this General Records Schedule or in your agency's individual retention schedules may be superseded by retention requirements for financial records as stated in the *General Records Schedule GS1-SL for State and Local Government Agencies* issued November 1, 2006. Please refer to the following items from the GS1-SL and apply them to your financial records where applicable:

DISBURSEMENT RECORDS: DETAIL, Item #340
DISBURSEMENT RECORDS: SUMMARY, Item #341
FINANCIAL HISTORY SUMMARY RECORDS, Item #347
PURCHASING RECORDS, Item #42
RECEIPT/REVENUE RECORDS: DETAIL, Item #365
RECEIPT/REVENUE RECORDS: SUMMARY, Item #366

In addition, the following items from the GS1-SL may cover many of your other financial-related records and should be used where applicable:

AUTOMATED ACCOUNTING SYSTEM REPORTS, Item #50
BANK STATEMENTS: RECONCILIATION, Item #85
BUDGET RECORDS: APPROVED ANNUAL BUDGET, Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS, Item #88
EXPENDITURE PLANS: CAPITAL IMPROVEMENT, Item #208
FINANCIAL ACCOUNT AUTHORIZATION RECORDS, Item #84
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT), Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS), Item #108
FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT), Item #317
VOUCHERS: FEDERAL PROJECTS PAID, Item #156

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FOREWORD

The **General Records Schedule for Public Libraries (GS15)** is intended for use by public libraries that meet the definition of “agency” as defined in s. 119.011(2), F.S. If a library is unsure of its status as a “public agency,” it is recommended that it consult its legal counsel and/or the Florida Attorney General’s Office.

The GS15 Schedule contains retention periods for library-related records. For use along with the GS15 is the **General Records Schedule for Local Government Agencies (GS1-L)**. The GS1-L contains the retention periods for most administrative, personnel, payroll, financial, and legal records that are common to most local government agencies.

The retention periods reflected within these general records schedules are based on a combination of federal and state laws, general administrative practices, and fiscal management principles. Please keep in mind that these are **MINIMUM** retention periods. Public agencies may maintain their records longer at their own discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. It is **NOT** permitted for a public agency to reduce the retention periods stated in a general records schedule.

For more information on the retention and disposal of public records, please refer to the next section in this publication as well as **The Basics of Records Management** handbook. All general records schedules and other publications are available on the Records Management web site at: http://dhis.dos.state.fl.us/index_RecordsManagers.cfm. A paper copy can be received by faxing your request to (850) 245-6795.

GENERAL INFORMATION AND INSTRUCTIONS

I. STATUTORY AUTHORITY

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

Chapter 119, F.S., defines “public records” in terms of physical characteristics; and in legal and/or official documentation relationships. It also defines “agency,” providing an inclusive listing of state, local and special government officials and organizational elements subject to laws and regulations pertaining to public records. In addition, the Chapter establishes the legal basis for the custody and disposal of public records and for public access to these records.

Chapter 257, F.S., establishes the State’s Records Management and Archives Program under the direction of the Division of Library and Information Services, Department of State. It specifically provides for a system for the scheduling and disposal of public records. The Chapter also authorizes the Division to establish and coordinate standards, procedures, and techniques for efficient and economical record making and keeping.

II. DETERMINING RETENTION REQUIREMENTS

In determining the retention requirements of public records, four values must be considered to assure that the records will fulfill their reason for creation and maintenance. They are the **administrative, legal, fiscal and historical values**. These values have been considered in depth to determine the retention requirement of the records listed herein.

III. SCHEDULING PUBLIC RECORDS

A schedule describing the records and setting the retention period is required for each record series or type of record. This officially determines the length of time that the record series must be retained to meet retention requirements.

General records schedules establish disposition standards for records common to several or all government agencies. The records covered by these schedules pertain to both administrative and program functions of an agency. The **General Records Schedule for Local Government Agencies (GS1-L)** is applicable to administrative records only and may be used by any local government agency. Except for the **General Schedule for State Agencies (GS1-S)**, all other general records schedules, including the GS15, are applicable to program records of specific functional organizations, such as tax collector’s offices, hospitals, and educational institutions, each of which may have unique retention requirements. These general records schedules have been designed to complement each other to cover as many administrative and program records as possible. For example, while the GS1-L will contain retention requirements for the general administrative and routine business records for local government agencies, public

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libraries should refer to the **General Schedule for Public Libraries (GS15)** to obtain retention requirements for records unique to library operations. *Should duplicate record series be listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence.* In other words, if a record series is contained in both the GS1-L and the GS15, public libraries should abide by the retention requirements cited in the GS15. The retention period stated in the applicable schedule is the **MINIMUM** time a record is to 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. A general records schedule eliminates the need for the creation and submission of an individual **Records Retention Schedule**, Form LS5E105REff.1-01. However, an agency desiring a lesser retention period than that stated in a general records schedule must apply for the establishment of an individual agency retention schedule with proper justification.

IV. DISPOSITION OF PUBLIC RECORDS

A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Department of State, Division of Library & Information Services. Photographic reproductions or reproductions through electronic record keeping systems may substitute for the original or paper copy, per Section 92.29, F.S. Minimum standards for image reproduction shall be in accordance with Rules 1B-26.0021 and 1B-26.003, Florida Administrative Code.

V. ARCHIVAL VALUE

When preparing to dispose of records that have met their required retention, careful consideration should be given to the potential historical research value of the records. Some records that do not have a permanent retention might still have enduring value as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. Record series that may have historical or “archival” value have been identified in the description of the records. Records with historical value to a local 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) 245-6700.

VI. ELECTRONIC RECORDS

Record retention schedules apply to records regardless of the records physical form. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these retention 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 email files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including date/time stamps, routing information, and other relevant information.

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ACQUISITION RECORDS

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.

ANNUAL REPORTS

Item 2

This record series consists of annual library reports relating to library statistics on expenditures, circulation, attendance, print and non-print inventory, services and/or programs and other pertinent information.

RETENTION:

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

CATALOG RECORDS

Item 3

This record series consists of electronic or physical records identifying and describing books and other materials in library collections.

RETENTION:

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

CIRCULATION RECORDS

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.

EQUIPMENT USE RECORDS

Item 5

This record series consists of records of the loan or use of library equipment by the public and may include the loan or use of public access computers, DVD or video tape players, cassette tape recorders and film projectors.

RETENTION:

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

FINES AND REPLACEMENT CHARGE RECORDS

Item 6

This record series consists of records relating to payments for fines and replaced library materials and may include records relating to the withdrawal of materials from the inventory or catalog.

RETENTION:

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

INTERLIBRARY LOAN REQUEST RECORDS

Item 7

This record series consists of physical or electronic forms used by a library to request the loan of books or materials from another library.

RETENTION:

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

PROGRAM REGISTRATION RECORDS

Item 8

This record series consists of registration records for library sponsored events and may include sign-up sheets or completed registration forms with participants' personal information.

RETENTION:

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

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REFERENCE REQUEST RECORDS

Item 9

This record series consists of physical or electronic records of reference requests submitted by library users.

RETENTION:

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

USER APPLICATION: AUTOMATED SYSTEM

Item 10

This record series consists of forms submitted by individuals to request borrowing privileges from a library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number. For automated circulation systems the application may only be used to provide information for data input to establish electronic User Registration records.

RETENTION:

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

USER APPLICATION: NON- AUTOMATED SYSTEM

Item 11

This record series consists of forms submitted by individuals to request borrowing privileges from a library. Applications may include the individual's name, address, telephone number, date of birth, and/or social security number. For libraries using non-automated or 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.

USER REGISTRATION

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.