

# State of Florida

## ***GENERAL RECORDS SCHEDULE GS7 FOR PUBLIC SCHOOLS PRE-K-12 AND ADULT AND CAREER EDUCATION***



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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:

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

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 GS7 for Public Schools Pre-K-12 and Adult and Career Education** covers records commonly created and/or maintained by public educational facilities.

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.

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](mailto: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](mailto: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 cu. ft. of records.)

## **RECORDS RETENTION SCHEDULES**

### **ABSENTEE EXCUSES AND ADMISSION SLIPS**

**Item #1**

This record series consists of notes from parents or guardians concerning excuses and admissions to classes.

#### **RETENTION:**

- a) Record copy. 30 days after end of grading period provided any grade appeal period expired.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

### **ABUSE/NEGLECT/ABANDONMENT RECORDS**

**Item #110**

This record series consists of the school district's copies of reports submitted to the Department of Children and Families reporting suspicion of child abuse, neglect, abandonment, or need for supervision and care.

#### **RETENTION:**

- a) Record copy. 3 anniversary years **OR** 1 anniversary year after case closed, whichever is sooner.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

### **ACCESS LOG: PERSONNEL RECORDS**

**Item #112**

This record series documents individuals accessing a school district employee's personnel file, either before or after the employee's separation from employment. The log may record the time and date of access as well as the individual's purported name. Retention pursuant to Section 1012.31(2)(f), *Florida Statutes*, Personnel files, which requires that, "The custodian of the record shall maintain a record in the file of those persons reviewing the file each time it is reviewed."

#### **RETENTION:**

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

### **ACCESS LOG: STUDENT EDUCATION RECORDS**

**Item #111**

This record series documents individuals accessing a student's cumulative file, either before or after graduation or withdrawal. The log notes the name of individual who has gained access and under what authority. The log may also indicate the individual's employer, a law enforcement officer's badge number, or other elements of identification. Schools are not required to log access to student education records by a school official, the parent, eligible student, a party with written consent from the parent or eligible student, a party seeking directory information, or when disclosure is in response to certain subpoenas, in accordance with 34 CFR 99.32(d), Family Educational Rights and Privacy. The retention is based on 34CFR99.32(a), which requires that: "(1) An educational agency or institution must maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. . . (2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained." See also "STUDENT EDUCATION RECORDS: CATEGORY A."

#### **RETENTION:**

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

### **ACCIDENT RECORDS: STUDENTS**

**Item #2**

This record series documents accidents involving students, including accidents occurring on school grounds, in school facilities, or at school-sponsored activities. These records may document such information as when and where the accident took place, who was involved, and actions taken by staff. These records **do not** document medical attention rendered by staff or volunteers.

Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also *General Records Schedule GS1-SL for State and Local Government Agencies*, Items #241, "INCIDENT REPORT FILES," and #188, "INJURY RECORDS."

#### **RETENTION:**

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

### **ACCREDITATION RECORDS**

**Item #5**

This record series consists of a final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. The series also includes any supporting documentation such as checklists, inventories, and copies of policies/procedures/directives and correspondence.

#### **RETENTION:**

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

### **APPRENTICESHIP AGREEMENT RECORDS**

**Item #143**

This record series consists of apprenticeship agreements between an apprentice and an Apprenticeship Program Sponsor. These agreements are maintained under a program registered with the Florida Department of Education in accordance with that agency's duties to implement and oversee apprenticeship programs pursuant to Section 446.011, *Florida Statutes*, Legislative intent regarding apprenticeship training. This series may include agreements, test results, answer sheets, correspondence, and other supporting documentation relating to the completion of an agreement. Refer to Sections 446.011-446.092, *Florida Statutes*,

Job Training, and Rule 6A-23, *Florida Administrative Code*, Apprenticeship Programs. Retention is pursuant to 29CFR30.8(e), Equal Employment Opportunity in Apprenticeship and Training, Records.

**RETENTION:**

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

**ARREST INFORMATION: STUDENT**

**Item #115**

This record series consists of information on a student provided by an arresting authority to a public school system pursuant to Section 985.101, *Florida Statutes*. This series may also include notification from the principal to the student's teachers, notification from the superintendent to the principal, and records from the law enforcement agency regarding the arrest. Maximum retention is pursuant to Section 985.101(1)(b), *Florida Statutes*, which requires that, "Information provided by an arresting authority under this paragraph may not be placed in the student's permanent record and shall be removed from all school records no later than 9 months after the date of the arrest."

**RETENTION:**

- a) Record copy. Destroy no later than 9 months from date of arrest.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ATHLETIC ELIGIBILITY RECORDS**

**Item #116**

This record series consists of an eligibility form which attests to, and is signed by teachers regarding, a student's ongoing academic eligibility for participation in athletic competitions. These forms are completed prior to competitions and may require the teacher to report the current grade of the student in his/her class. It may also allow teachers to comment on a student's attitude, attendance, or other non-academic factors used to determine participation in athletics.

**RETENTION:**

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

**ATTENDANCE RECORDS: STUDENT**

**Item #9**

This record series consists of records documenting students' attendance, absences, and tardiness. Retention pursuant to Rule 6A-1.044(3) and (8), *Florida Administrative Code*, "Pupil Attendance Records. This series does **not** include the record copy of attendance history records (number of days present and absent) covered by "STUDENT EDUCATION RECORDS: CATEGORY A."

**RETENTION:**

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

**AWARD AND RECOGNITION SELECTION RECORDS**

**Item #134**

This record series documents the selection of students, teachers, staff or volunteers for awards or recognition for their achievements. This series may include, but is not limited to, award criteria, nomination forms, committee evaluations, vote sheets, application or nomination supporting documentation, and final decision. A record indicating a teacher or staff award should be included in the personnel file.

**RETENTION:**

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

**BALLOTS: STUDENT ELECTIONS/POLLS**

**Item #117**

This record series consists of ballots for student elections and polling issues, such as student government, club officers, pageant winners, homecoming court, and school-related issues and actions.

**RETENTION:**

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

**BIOMETRIC IDENTIFICATION RECORDS**

**Item #144**

This record series consists of biometric identification information held by school districts for use in identifying students using electronic identification systems for such purposes as purchasing lunches, checking out library books, or other programs or activities requiring identification of students. Biometric identification includes any record of friction ridge detail of hands and/or feet, fingerprints, palm prints, or footprints.

**RETENTION:**

- a) Record copy. Retain until student is no longer registered in school.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**BUS DRIVER LICENSE CHECK RECORDS**

**Item #118**

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This record series consists of driver's license checks from the records of the Florida Department of Highway Safety and Motor Vehicles concerning the license of a district employed bus driver pursuant to Rule 6A-3.0141, *Florida Administrative Code*, Employment of School Bus Operators.

**RETENTION:**

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

**BUS REGISTRATION AND SEATING RECORDS**

**Item #145**

This record series documents students who are registered to ride school buses to and from school. The series may include, but is not limited to, school bus registration forms, seating assignments, seating charts, emergency contact information, and pickup and drop-off locations.

**RETENTION:**

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

**BUS SCHEDULES/REPORTS**

**Item #17**

This record series consists of bus reports showing each stop location, the time of stop, and the estimated number of students boarding at that stop. These reports may be daily, weekly, annual, or at some other interval.

**RETENTION:**

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

**CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS**

**Item #106**

This record series consists of the district's final class reports which contain individual class records by program, race, sex, and social security number of student. These records demonstrate program attendance. This record series is no longer being created.

**RETENTION:**

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

**CERTIFICATES: AGE**

**Item #21**

This record series consists of a certificate of age. This series has been discontinued by the Florida Department of Education, but certificates may still be used or held at the District level.

**RETENTION:**

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

**CHARTER SCHOOL RECORDS**

**Item #119**

This record series consists of documentation required for the approval or denial of the establishment of a charter school and for continuing operation of approved charter schools. Records may include, but are not limited to: a proposal/application with timetable; decisions and findings on approval or denial of applications; annual progress reports from the charter school; and the annual analysis and comparison of the charter school's overall performance by the school district. ***This series does not include the Charter itself or the students' education records.*** See also *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #207, "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS."

**RETENTION:**

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

**CLINIC LOG**

**Item #120**

This record series consists of a list of students entering the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed. Retention is pursuant to Section 95.11, *Florida Statutes*, Statute of Limitations on medical malpractice.

**RETENTION:**

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

**COURSE OUTLINES**

**Item #23**

This record series consists of working outlines of the courses being taught in the schools. Outlines may include date of classes to be taught, subject matter and assignments, test dates, paper/project topics and due dates, and the office location and hours of the instructor.

**RETENTION:**

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

**CURRICULUM FILES**

**Item #24**

This record series consists of curriculum course guides which establish requirements in the various areas of study showing philosophy, scope, approved instructional resources, objectives, methods of evaluation, and handbooks.

**RETENTION:**

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

**DIPLOMAS/CERTIFICATES/AWARDS: STUDENT**

**Item #121**

This record series consists of student diplomas, certificates or awards which are never collected by students or are returned to the school due to a wrong address.

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)**

**Item #26**

This record series consists of records created in reviewing an adverse action or statement against a student. The series may include, but is not limited to, a copy of the proposed adverse action with supporting documents, statements of witnesses, reports (including bus drivers' reports on students' misbehavior on school buses), and decisions. Each district should classify in policy what actions will be considered "major offenses." If offense results in expulsion, use "EXPULSION RECORDS."

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)**

**Item #27**

This record series consists of records created in reviewing an adverse action or statement against a student. The series may include, but is not limited to, a copy of the proposed adverse action with supporting documents, statements of witnesses, reports (including bus drivers' reports on students' misbehavior on school buses), and decisions. Each district should classify in policy what actions will be considered "minor offenses."

**RETENTION:**

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

**DROP/ADD REQUEST RECORDS**

**Item #146**

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 or school year.

**RETENTION:**

- a) Record copy. Retain until end of grade appeal period for semester or school year to which request applies.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**E-RATE PROGRAM RECORDS**

**Item #147**

This record series consists of all documents related to the application for, receipt, and delivery of services provided through the Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate." Records include, but are not limited to, plans and evaluations; agreements; a copy of the district's Internet safety and technology protection policy; Description of Services Requested and Certification Form 470, Services Ordered and Certification Form 471, and Receipt of Service Confirmation Form 486 or equivalent or subsequent form(s); Request for Proposals; contracts; correspondence; reports; requisitions; purchase orders; packing slips; delivery/service/completion records; and inventory reports. Program completion has not occurred until all reporting requirements are satisfied, applicable audits have been performed and released, and final payments have been received. Retention is pursuant to 47CFR54.516, Federal Communications Commission, Universal Service, Auditing; and the Children's Internet Protection Act (FCC Order 11-125).

**RETENTION:**

- a) Record copy. 5 fiscal years after completion of program or last day of service delivered in the funding year, whichever occurs later.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EMERGENCY NOTIFICATION RECORDS**

**Item #122**

This record series consists of documentation identifying the emergency contact person for a student, the name and phone number of physician, any necessary medical information, names of individuals allowed to remove the student from school, and any family code words used to identify persons with permission to remove the child. These records are updated at least annually or more frequently when necessary by the student, parent, or guardian.

**RETENTION:**

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

**ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) RECORDS**

**Item #148**

This record series documents the identification, assessment, and instruction of individual pre-K-12 students tested for or enrolled in an English for Speakers of Other Languages program. For each student, the series may include, but is not limited to: English language aural/oral proficiency test to determine if a student has limited English proficiency (LEP); other test results; recommendations of instructors and other education services staff; evaluations by an LEP committee; documentation of any delays in assessing the student; LEP student plans and plan modifications; progress reports; assessments to determine if student should be reassigned to a different program; and follow-up reviews of former LEP students. This series does not include student surveys completed to identify LEP students; these surveys are covered by "STUDENT EDUCATION RECORDS: CATEGORY B" or "REGISTRATIONS: K-12." Records of ESOL students who are also exceptional students are covered by "EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS."

**RETENTION:**

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

**EXAMINATION MATERIALS: STANDARDIZED**

**Item #28**

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student performance or level of acquired knowledge. Materials may include, but are not limited to, test answer sheets, exam booklets, directions for administering the test, grading scales or keys, and other testing protocols. Tests may include, but are not limited to, the California Achievement Test (CAT), Scholastic Aptitude Test (SAT), American College Testing (ACT), Armed Services Vocational Aptitude Battery (ASVAB), and any standardized tests administered by the school or the district. This series does not include psychological testing materials.

**RETENTION:**

- a) Record copy. 90 days after the test results are posted to the student record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EXAMINATION MATERIALS/RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS**

**Item #149**

This record series documents examinations administered under Rule 11B-35.0085, *Florida Administrative Code*, Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses. The series may include, but is not limited to, examination booklets, grading logs/scales, and each student's completed examination. Retention is pursuant to Rule 11B-35.0085(5), *Florida Administrative Code*, requiring that, "Examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed."

**RETENTION:**

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

**EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL**

**Item #123**

This record series consists of materials used during the administration and recording of standardized psychological, social, and educational evaluations and tests to facilitate measuring student's strengths and deficits for educational programming and planning. Materials may include, but are not limited to, test protocols and booklets, student written responses, examiner observations and assessment notes, and parent and/or teacher behavior rating scales. Tests documented may include, but are not limited to, the Wechsler Intelligence Scales, the Stanford-Binet Intelligence Scale, the Woodcock-Johnson Psychoeducational Batteries, adaptive and behavior rating scales, the Kaufman Test of Educational Achievement, tests for English language proficiency for students tested for or enrolled in an English for Speakers of Other Languages program, and any standardized tests administered by the school's psychologist, social worker, guidance counselor, speech and language pathologist, and other educational diagnosticians.

**RETENTION:**

- a) Record copy. 3 anniversary years after the test results are posted to the student record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EXAMINATION REPORTS: STANDARDIZED**

**Item #29**

This record series consists of those general statistical reports produced as a result of the administration of a standardized examination, including but not limited to state student assessment tests such as the Florida Comprehensive Assessment Test (FCAT) or other tests in Florida's statewide assessment program. These reports include district and school level aggregate reports indicating such information as the percentage of students who passed or failed, areas of general weakness by age or grade level, or statistics demonstrating racial, gender, or development patterns. These reports do not contain student specific results.

**RETENTION:**

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

**EXAMINATION RESULTS: STANDARDIZED**

**Item #124**

This record series consists of the final individual student results of standardized tests, including but not limited to state student assessment tests such as the Florida Comprehensive Assessment Test (FCAT), precursor tests such as the State Student

Assessment Test (SSAT) and the High School Competency Test (HSCT), or other tests that might become incorporated into Florida's statewide assessment program. A copy of these results may be sent home with the student. This series does not include the results of practice tests or psychological testing.

**RETENTION:**

- a) Record copy. 1 school year after results posted to student record or 3 school years after results released, whichever is sooner.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS**

**Item #125**

This record series documents individual students tested for or enrolled in an Exceptional Student Education program. The series contains records relating to evaluation, eligibility determination, and provision of ESE services, including, but not limited to, such records as: staffing checklists or forms; Individual Education Plans (IEPs); Educational Plans (EPS); Family Support Plans (FSPs); parent invitations to attend IEP meetings; notices of re-evaluation; notice of a diploma option; formal notice of denial (into the program, to initiate a formal evaluation, to include a requested component of the IEP, or to make a program or placement change); case histories showing reasons for a student's removal from the regular classroom; parent consent form for testing; and evaluation and re-evaluation reports. These records are used in the FTE audit process. Although these records are defined in Rule 6A-1.0955, *Florida Administrative Code*, Education Records, as part of Category B information, **they have a longer retention than other Category B records for audit purposes.** Please refer to 34 CFR 300, Education, Assistance to States for the education of children with disabilities, and s. 1415(b) of 20 USC Chapter 33, Assistance for Education of All Children with Disabilities, Procedural Safeguards. See also "EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL."

**RETENTION:**

- a) Record copy. 5 fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

**EXPULSION RECORDS**

**Item #31**

This record series consists of expulsion notices stating the reasons therefore, and related documentation such as investigative reports, notice of hearing, transcript, recommendations, and final outcome. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #67, "FINAL ORDERS RECORDS."

**RETENTION:**

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

**FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS**

**Item #37**

This record series documents parent/guardian approval/disapproval for their child to participate in field trips and school activities such as clubs, performance groups, and athletics. Documentation may provide such information as type and purpose of activity, date(s), location(s), emergency contact information, and medical treatment authorization. The series does not include the record copy of any financial documentation. Schools are responsible for ensuring that internal management policies are in place establishing criteria for which authorizations should be retained longer in the event of accidents or other incidents occurring during authorized activities.

**RETENTION:**

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

**FINANCIAL AID RECORDS**

**Item #150**

This record series consists of student applications, award computations, award notifications, and other records documenting financial aid to students in career and technical education programs.

**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.

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATIONS**

**Item #151**

This record series consists of certifications submitted by districts to the Department of Education stating that their district's data in the Florida Inventory of School Houses is current and accurate. The certification is filed annually pursuant to State Requirements for Educational Facilities (2007), Section 6.1(7)(c) (incorporated by reference into Rule 6A-2.0010, *Florida Administrative Code*, Educational Facilities). See also "FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS."

**RETENTION:**

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

**FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS**

**Item #41**

General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education

This record series documents the type, nature, and size of school facilities, providing such information as design use, square footage, construction characteristics, and year constructed. Districts submit this data to the Department of Education pursuant to Sections 1013.03(3), Functions of the department and the Board of Governors, and 1013.31(1)(d), *Florida Statutes*, Educational plant survey; the retention period indicated is for the copies held by the districts. See also "FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATIONS."

**RETENTION:**

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

**FOLLOW-UP SURVEYS AND PLACEMENT REPORTS**

**Item #152**

This record series documents efforts to collect information about former students who have graduated, exited, or completed a public education or training program. Areas surveyed might include, but are not limited to, licensure, industry certification, or job placement. The records might be used for accreditation purposes or as part of the Florida Education & Training Placement Information Program (FETPIP), established to "compile, maintain, and disseminate information concerning the educational histories, placement and employment, enlistments in the United States armed services, and other measures of success of former participants in state educational and workforce development programs" (Section 1008.39, *Florida Statutes*).

**RETENTION:**

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

**FOOD SERVICE RECORDS**

**Item #153**

This record series documents the administration and operation of school food service programs such as the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by 7CFR, Chapter II, Food and Nutrition Service, Department of Agriculture. The series may include, but is not limited to, monthly reports documenting menus, food production, sales tax, meals sold, costs of purchased foods and commodities, reimbursements, and claims; inventories of purchased foods, non-purchased foods, supplies, and small-wares; production records such as monthly and master rosters of students and number of meals served by category, including meal tickets; applications, status notices, and final decision of eligibility for free and reduced price meals; receipt reports; and any other supporting documentation.

**RETENTION:**

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

**FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING**

**Item #126**

This record series consists of records of each hearing which shall include the challenge or the decision under appeal, any documentary evidence, and a summary of any oral testimony presented to the hearing official, including the reasons therefore, and a copy of the notification to the parties concerned of the decision of the hearing official. Retention is pursuant to 7CFR245.7(a)(2)(xi), Determining Eligibility For Free And Reduced Price Meals and Free Milk In Schools, Hearing procedure for families and local educational agencies, which requires that "the written record of each hearing shall be preserved for a period of 3 years."

**RETENTION:**

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

**FULL-TIME EQUIVALENCY RECORDS**

**Item #154**

This record series documents the completion and reporting to the Department of Education of results of student Full-Time Equivalency (FTE) membership surveys of student demographics, enrollment, and attendance by school districts as required by Rule 6A-1.0451, *Florida Administrative Code*, Florida Education Finance Program Student Membership Surveys. The series may include, but is not limited to, district certification, school certification, course schedules, correspondence, memoranda, attendance records, annual FTE projections, and other related documentation. Retention is pursuant to Rule 6A-1.04513, *Florida Administrative Code*, Maintaining Auditable FTE 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.

**GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS**

**Item #56**

This record series consists of applications of students registered to take the General Educational Development Diploma (GED, formerly known as the General Equivalency Diploma) test and a copy of the notification letter (card, sticker, etc.) sent to the student by the Department of Education. The notification may be placed in or on the student's permanent record, if available, but is not required. The score sheet, completed by the student, is sent to the Department of Education. The GED test booklets must be returned to the American Council on Education (ACE) as required by ACE. Pre-test materials such as the Tests of Adult Basic Education (TABE) or Locator are scheduled under "SKILL MASTERY 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.



**GRADE RECORDS: FINAL GRADES**

**Item #57**

This record series consists of student final grades and may include school copies of report cards; grades entered into automated systems which generate report cards and transcripts; or other forms of documentation of final grades. See also "GRADE RECORDS: INTERIM GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

**RETENTION:**

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

**GRADE RECORDS: INTERIM GRADES**

**Item #58**

This record series consists of student interim grades and may include school copies of report cards or progress reports; grades entered into automated systems which generate report cards or progress reports; or other forms of documentation of interim grades. See also "GRADE RECORDS: FINAL GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

**RETENTION:**

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

**GRADE RECORDS: TEACHER GRADE BOOKS**

**Item #59**

This record series consists of records of student grades maintained by teachers. These records may be used in the Full-Time Equivalency (FTE) audit. See also "GRADE RECORDS: FINAL GRADES" and "GRADE RECORDS: INTERIM GRADES."

**RETENTION:**

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

**HALL PASSES**

**Item #127**

This record series consists of hall passes authorizing students to leave class for another point on campus. The pass may indicate such information as, the name of the student, the authorizing signature, the time departed, the destination, and the reason.

**RETENTION:**

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

**HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS**

**Item #62**

This record series consists of the annual report sent to the Health, Education, and Welfare Department, showing record of project activities, progress, and statistics. See also "HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS."

**RETENTION:**

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

**HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS**

**Item #63**

This record series consists of documents (forms and back-up material) submitted to the Office of Civil Rights for their corresponding review. See also "HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS."

**RETENTION:**

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

**HEALTH IMMUNIZATION CERTIFICATION**

**Item #155**

This record series documents certification of immunization against communicable diseases for which immunization is required by the Department of Health prior to admittance to or attendance at school. Retention pursuant to Section 1003.22(4), *Florida Statutes*, which requires that, "Such certification shall be made on forms approved and provided by the Department of Health and shall become a part of each student's permanent record..."

**RETENTION:**

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

**HEALTH IMMUNIZATION NOTICE OF NONCOMPLIANCE**

**Item #128**

This record series consists of letters or notices informing parents, guardians, or adult students that they are not in compliance with Florida's immunization standards. The notice may indicate a deadline for compliance and describe the penalties for noncompliance.

**RETENTION:**

- a) Record copy. Retain until in compliance or end of school year, whichever occurs first.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**HOME EDUCATION PROGRAM RECORDS**

**Item #156**

This record series documents parents' intentions to establish and maintain or terminate a home education program. Section 1002.41(1)(a), *Florida Statutes*, requires parents to notify the district school superintendent of the county in which the parent resides when the program is established and when it is terminated. The series may include, but is not limited to, registration forms; termination forms; test scores; correspondence; copies of student transcripts; annual educational evaluation required by Section 1002.41(1)(c), *Florida Statutes*, Home education programs; and other supporting documentation. Information provided on the forms include parent and student names, address, phone numbers, date of birth, student's last school attended, grade level completed or attended, and parent's signature.

**RETENTION:**

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

**HOMEBOUND/HOSPITAL PROGRAM RECORDS**

**Item #157**

This record series documents students participating in programs for students who have been medically diagnosed as having a physical or psychiatric condition which confines the student to home or hospital and restricts activities for an extended period of time. The series may include, but is not limited to, student applications; individual student contact logs; contact information for students and instructors; annual medical statements; and evaluation of educational needs (for instance, textbooks). Records created pursuant to Rule 6A-6.03020, *Florida Administrative Code*, Specially Designed Instruction for Students Who Are Homebound or Hospitalized.

**RETENTION:**

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

**IN-SERVICE EDUCATION RECORDS**

**Item #65**

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

**RETENTION:**

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

**INTERNSHIP RECORDS: STUDENT**

**Item #129**

This record series consists of records related to a school district's placement of a high school or adult student in an internship as part of the student's educational program. This series may include, but is not limited to: an agreement between the employer and the district detailing the rights and responsibilities of the district, the employer, and the student; intern code of conduct; class waivers; acceptance or denial letters; resumes; correspondence; parental permission to participate; intern evaluations by employer or school official; applications for an internship; job descriptions; and interview information. These programs are often associated with career and technical education such as Diversified Career Technology (DCT) or Distributive Education Clubs of America (DECA) or go by other names such as Executive/Senior Internship or Junior Achievement's Business Basics.

**RETENTION:**

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

**LESSON PLAN RECORDS**

**Item #67**

This record series consists of the lesson plan books or other records used by each teacher for the classes or subjects they are teaching.

**RETENTION:**

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

**MAPS: SCHOOL BOUNDARY**

**Item #68**

This record series consists of maps depicting individual school boundaries for the purposes of enrollment or busing. The series may also include supporting documentation detailing relocation of school boundaries and reasons for the changes.

**RETENTION:**

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

**MEDICAL/HEALTH CARE RECORDS: STUDENT**

**Item #158**

This record series documents medical or health-related care, treatment, and screening provided to students by or in the school or child care setting. Records may be maintained at the school by a school nurse, physician, or other recognized medical practitioner. The records may include, but are not limited to, student identification; complaint or reason for seeking care; present illness; personal medical history; medical treatment information; and records of medication and dosage administered. The series also includes written notices from parents/guardians authorizing the school to administer prescription and nonprescription medicine to their child, and written notices from parents/guardians and doctors authorizing a student to self-administer medication.

General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education

Please refer to Rule 65C-22.004, *Florida Administrative Code*, Health Related Requirements, for specific authorization requirements in child care settings. Retention is pursuant to Section 95.11, *Florida Statutes*, Statute of Limitations on medical malpractice.

**RETENTION:**

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

**MILLAGE AND BOND ELECTION RECORDS**

**Item #70**

This record series documents elections held to approve or reject proposed sale of bonds or an ad valorem tax millage for school improvements. Records may include, but are not limited to, School Board request to the county for the election; ballot language; and the results of the election from the Supervisor of Elections.

**RETENTION:**

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

**PARENT/GUARDIAN CONSENTS FOR PHOTOGRAPHIC/VIDEO/AUDIO RECORDING OF STUDENT**

**Item #159**

This record series consists of parent or guardian consents to make and use photographic, video, or audio recordings of students. The record may include, but is not limited to, the name of the student, name and signature of parent/guardian, name of school, purposes for which records may be used, and any limitations on use of records. Records may be made for such purposes as publication in a district newsletter, posting on a school website, use by school counseling interns to improve counseling skills, or other purposes.

**RETENTION:**

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

**PARENTAL AUTHORITY RECORDS**

**Item #160**

This record series consists of documentation empowering a person other than the custodial parent(s) to exercise parental authority. Parental authority records may include, but are not limited to, notarized statements of Power of Attorney, court documentation awarding guardianship, foster care placement documentation, and related records.

**RETENTION:**

- a) Record copy. 3 school years after the records are no longer in effect or student no longer registered with the school district, whichever occurs first.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PARKING DECAL/PERMIT RECORDS: STUDENTS**

**Item #161**

This record series consists of applications for parking decals or permits allowing students to park in designated areas, lots, or spaces, along with any related documentation.

**RETENTION:**

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

**PUBLIC SCHOOLS STAFF SURVEY FILES**

**Item #33**

This record series documents surveys of school instructional personnel conducted each fall pursuant to Section 1001.03(5) and 1012.07, *Florida Statutes*, Identification of Critical Teacher Shortage Areas; and Rule 6A-20.0131, *Florida Administrative Code*, Critical Teacher Shortages. The series may include, but is not limited to, Form ESE 058, Public Schools Staff Survey-New Hires – Instructional Personnel (or equivalent form) and any supporting documentation. Survey data is submitted to the Department of Education.

**RETENTION:**

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

**REGISTRATIONS: ADULT AND CAREER EDUCATION**

**Item #162**

This record series consists of student registration records which may include, but are not limited to, registration form; fee assessment and payment documentation, including records of any refunded fees; and other required information and documentation. This series includes records of student who began the admissions process and paid fees but who never registered for classes. See also "REGISTRATIONS: K-12" and "UNREGISTERED STUDENT RECORDS."

**RETENTION:**

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

**REGISTRATIONS: K-12**

**Item #163**

This record series consists of student registration records which may include, but are not limited to, registration form; verification of legal name, birth date, and address; and other required information and documentation. See also "REGISTRATIONS: ADULT AND CAREER EDUCATION" and "UNREGISTERED STUDENT RECORDS."

**RETENTION:**

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

**RELEASE OF STUDENT INFORMATION: DIRECTORY INFORMATION WITHHOLDING REQUEST** **Item #164**

This record series documents requests by parents, guardians, or eligible students to withhold the release of any or all student directory information under the provisions of the Family Educational Rights and Privacy Act (FERPA), 34CFR99.37, and 20 U.S.C. 1232g, Family educational and privacy rights. FERPA defines "directory information" as "information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed ..." (34CFR99.3).

**RETENTION:**

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

**RELEASE OF STUDENT INFORMATION: GENERIC** **Item #131**

This record series consists of authorizations by the parent/guardian or the adult student to release student educational information to another party. The release specifies what records are to be sent and to whom or what institution. This series does not include authorizations to release medical information. Retention is based on Section 95.11, *Florida Statutes*, the Statute of Limitations for negligence, statutory liability, etc., and 34CFR99.32(d)(3), Family Educational Rights and Privacy, which specifically exempts disclosure to "a party with written consent from the parent or eligible student" from the recordkeeping requirements of 34CFR99.32(a).

**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.

**RELEASE OF STUDENT INFORMATION: MEDICAL** **Item #132**

This record series consists of authorizations by the parent/guardian or the adult student for release of medical records by a full service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Physical or mental health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

**RETENTION:**

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

**SCHOOL CHOICE RECORDS** **Item #133**

This record series documents requests by students or parents/guardian's for transfer to a school of their choosing. This series may include applications, review of materials, parent's consent to provide the necessary transportation, letters of approval or denial, and any supporting documentation. For school choice records that are connected to any funding program or source (e.g., Federal Title I), use the applicable item from the *General Records Schedule GS1-SL for State and Local Government Agencies* (for instance, GRANT FILES, "PROJECT FILES: FEDERAL," etc.).

**RETENTION:**

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

**SCHOOL DEMOGRAPHIC REPORTS** **Item #165**

This record series consists of demographic reports for public schools including, but not limited to, race, gender, and grade level for each school and a summary total for the county. The reports provide a history of enrollment for the district and the makeup of all schools and measure growth for county funding. This series covers reports maintained by the school/district, not the reports submitted to the Florida Department of Education which are covered by "FULL-TIME EQUIVALENCY RECORDS." **These records may have archival value.**

**RETENTION:**

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

**SCHOOL IMPROVEMENT PLAN RECORDS** **Item #166**

This record series documents reporting activities conducted by each school district as required by Chapter 1008, *Florida Statutes*, Assessment and Accountability, and Rule 6A-1.09981, *Florida Administrative Code*, Implementation of Florida's System of School Improvement and Accountability. The student assessment program is intended to provide information needed to improve the public schools by enhancing the learning gains of all students and to inform parents of the educational progress of their public school children. The performance accountability system provides a variety of measures such as yearly progress, individual student learning gains in public schools, school grades, and return on investment. Reports submitted annually to the Florida Department of Education by school districts may include, but are not limited to, needs assessments, climate survey results, test data, staff data, and other information relative to that school and its plans for meeting statewide goals and standards for performance measures.

**RETENTION:**

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

**SECURITY SCREENING RECORDS**

**Item #142**

This record series consists of records documenting security screenings conducted on school district personnel or contractual personnel. Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. Provisions of Florida's Education Code (Section 1012.465, *Florida Statutes*) require: "(1) Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board. (2) Every 5 years following employment or entry into a contract in a capacity described in subsection (1), each person who is so employed or under contract with the school district must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening."

**RETENTION:**

- a) Record copy. 6 anniversary years after receiving results of screening.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**SKILL MASTERY RECORDS**

**Item #86**

This record series documents competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the Scholastic Aptitude Test (SAT), Armed Services Vocational Aptitude Battery (ASVAB), and the General Educational Development Diploma (GED). These records include the answer sheets, test booklets, scoring criteria and test result notification. These records are not posted to the student record and serve only as a guide for improvement before the official test is given.

**RETENTION:**

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

**STUDENT ALTERNATE TRANSPORTATION AUTHORIZATION RECORDS**

**Item #167**

This record series consists of authorizations from parents or guardians allowing students to use alternate transportation to and/or from school on a specific occasion. The authorizations may allow a student to ride a different bus; get off at a different bus stop; be picked up by someone different; or any other one-time change to the student's transportation.

**RETENTION:**

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

**STUDENT BROADCAST RECORDINGS**

**Item #137**

This record series consists of audio and/or video recordings of student television, radio, or Internet broadcasts. These presentations may be shown on an internal campus system, community access station, or other broadcast venue. ***These records may have archival value.***

**RETENTION:**

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

**STUDENT CLASS WORK RECORDS**

**Item #89**

This record series consists of non-standardized tests, term papers, reports, 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 teacher or other staff member.

**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: CATEGORY A**

**Item #90**

This record series consists of permanent student records as defined in Department of Education Rule 6A-1.0955, *Florida Administrative Code*, Education Records. Rule 6A-1.0955 specifies that Category A records include personally identifiable information, the name of the last school attended, attendance history, grades and classes, date of graduation or completion, and the social security number of adult students. Student education records of public pre-K-12 schools, adult, and career and technical educational institutions are included in this series. This series may also include Category A records of defunct non-public schools (charter schools, private schools, etc.) that transfer these records to the local school board upon closing as provided under Section 1002.42(3)(b), *Florida Statutes*, Private schools—Retention of Records, as well as duplicates of records received from other school districts for transferring students. See also "ATTENDANCE RECORDS: STUDENT," "REGISTRATIONS: K-12," "REGISTRATIONS: ADULT AND CAREER EDUCATION," and/or "STUDENT EDUCATION RECORDS: CATEGORY B."

**RETENTION:**

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

**STUDENT EDUCATION RECORDS: CATEGORY B**

**Item #91**

This record series consists of temporary student records as defined in Department of Education Rule 6A-1.0955, *Florida Administrative Code*, Education Records. Rule 6A-1.0955 defines Category B records as "verified information of educational importance which is subject to periodic review and elimination when the information is no longer useful." The rule specifies that Category B records may include, but are not limited to: health information; family background data; standardized test scores; academic improvement plans; progress monitoring plans; educational and career plans; honors and activities; work experience reports; teacher comments; correspondence from community agencies or private professionals; driver education certificates; a list of schools attended; screening/background information or drug testing results for students registering for career and technical educational institutions; and written agreements of corrections, deletions, or expunctions from the student record. This series includes student education records of public pre-K-12 schools, adult, and career and technical educational institutions, as well as copies of records received from other school districts for transferring students. For Category B records documenting testing for or enrollment in an Exceptional Student Education program, use "EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS."

**RETENTION:**

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

**STUDENT EDUCATION RECORDS: STATEMENT OF CONTESTED INFORMATION**

**Item #136**

This record series consists of a statement by a student or parent contesting a part of the student's educational record. Pursuant to 34CFR99.21, Family Educational Rights and Privacy, parents or students may challenge the content of the student's education record on the grounds that it is inaccurate, misleading, or in violation of the privacy rights of the student. If the school denies the challenge, it shall allow the parent or student to place a statement in the record commenting on the decision. Retention pursuant to 34CFR99.21(c)(1).

**RETENTION:**

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

**STUDENT NEWSPAPERS**

**Item #138**

This record series consists of student-produced newspapers and/or newsletters officially recognized by the school. **NOTE:** Stocks of student publications are considered duplicates under this series. ***These records may have archival value.***

**RETENTION:**

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

**STUDENT ORGANIZATION RECORDS**

**Item #139**

This record series documents the activities of registered student organizations. The series may include, but is not limited to, membership rosters, minutes, publications, project-related materials, philanthropy records, teacher-sponsor notes, and other related documentation.

**RETENTION:**

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

**TELEVISION STATION USE LOG**

**Item #141**

This record series documents a school's use of a county-franchised television station for the broadcast of student or district produced works. The series may provide such information as the date and time of each use, a summary of the broadcast, name of the producer or other staff, and the channel number used.

**RETENTION:**

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

**TEXTBOOK INVENTORY RECORDS**

**Item #98**

This record series documents the number and condition of textbooks and may include, but is not limited to, authorized student book lists, damaged and lost lists, inventory lists, and reports produced by the school principal in conducting his/her responsibilities for managing and accounting for textbooks under Section 1006.28(3), *Florida Statutes*, Duties of district school board, district school superintendent; and school principal regarding K-12 instructional materials—School Principal.

**RETENTION:**

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

**TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS**

**Item #99**

This record series documents the school district's formal study and adoption of textbooks and other instructional materials. The series may include, but is not limited to, selection procedures and criteria; copies of textbooks or other instructional materials

under review; committee meeting records, including copies of committee minutes and/or audio/video recordings; lists of committee members; correspondence; and other related documentation.

**RETENTION:**

- a) Record copy. Retain as long as textbook/instructional material remains formally adopted.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TEXTBOOK/INSTRUCTIONAL MATERIAL REQUEST RECORDS: DENIED**

**Item #168**

This record series documents denied requests to school district officials for new textbooks or other instructional materials. Records may provide such information as title of material requested, description, reason for request, cost, funding source, reason for denial, and signatures of school district officials. Documentation of approved materials should be filed with "TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS."

**RETENTION:**

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

**TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP) Item #100**

This record series consists of reports required for determining the District's need for transportation funding under the Florida Education Finance Program (FEFP), Florida's primary mechanism for funding the operating costs of Florida school districts. The series also includes supporting documentation regarding student eligibility for transportation services including bus, bus driver, and student related information.

**RETENTION:**

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

**TRUANCY CASE FILES**

**Item #169**

This record series consists of case files documenting actions taken by the school board regarding non-enrollment and/or non-attendance of individual students pursuant to Section 1003.26, *Florida Statutes*, Enforcement of school attendance. This series may include, but is not limited to: documentation of student absences; medical excuses; parent permission slips; truancy complaint affidavits; copies of court arraignment records, court reviews, and truancy petitions; and correspondence. Refer to Section 1003.27, *Florida Statutes*, Court procedure and penalties; and Section 984.151, *Florida Statutes*, truancy petition; prosecution; disposition.

**RETENTION:**

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

**UNREGISTERED STUDENT RECORDS**

**Item #170**

This record series documents students who began or completed an admissions or screening process but did not register for classes or pay any fees. The series may include, but is not limited to, correspondence, applications, admissions checklists, pre-K screening records, and other related 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.

**VETERANS RECORDS: STUDENT**

**Item #105**

This record series documents each student who is a veteran and may include, but is not limited to, such records as copies of government checks, enrollment certifications, notices of changes in student status, requests for change of program or place of training, applications for program of education or training, progress records, attendance records, certifications, and related documentation.

**RETENTION:**

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

**VOLUNTEER/MENTOR PROGRAM RECORDS**

**Item #108**

This record series documents volunteer programs such as local or district programs or nonprofit civic or private industry programs. This includes federal or state programs such as Green Thumb, Community Service, probation, or VISTA. The series may document volunteer qualifications, types of work available, special event programming, mentor appointments, and related information. For volunteer or mentor personnel records, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #66, "PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT." See also GS1-SL, Item #109, "GRANT FILES: GRANTOR AGENCY" and Item #348, "GRANT FILES: RECIPIENT."

**RETENTION:**

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

**YEARBOOKS**

**Item #171**

This record series consists of school publications for each academic year providing information about and photographs of students, faculty, programs, activities, and facilities at the school. Retention is based on the historical value of these publications.

**NOTE:** Stocks of yearbooks are considered duplicates under this series. ***These records may have archival value.***

**RETENTION:**

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



## **CROSS-REFERENCE**

### ABUSE/NEGLECT RECORDS

use ABUSE/NEGLECT/ABANDONMENT RECORDS

### ACCIDENT RECORDS

use ACCIDENT RECORDS: STUDENTS

or *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: FINAL SELF-STUDY

use ACCREDITATION RECORDS

### ACCREDITATION RECORDS: SUPPORTING DOCUMENTS

use ACCREDITATION RECORDS

### ADMINISTRATION AND AUTHORIZATION OF MEDICINE

use MEDICAL/HEALTH CARE RECORDS: STUDENT

### AGREEMENTS: EXPUNGE, DELETE, OR CORRECT STUDENT RECORD

use STUDENT EDUCATION RECORDS: CATEGORY B

### APPLICATIONS: FREE AND REDUCED PRICE MEALS

use FOOD SERVICE RECORDS

### ARCHITECTURAL PLANS/SPECIFICATIONS: EDUCATIONAL/SCHEMATIC

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #204,  
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

### BALLOTS: STUDENT ELECTIONS

use BALLOTS: STUDENT ELECTIONS/POLLS

### BUS DRIVER RECORDS

use BUS DRIVER LICENSE CHECK RECORDS

### CENSUS RECORDS: CARDS

use STUDENT EDUCATION RECORDS: CATEGORY A

### CENSUS RECORDS: REPORTS

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

### CHAPTER I FUNDING 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 #340, DISBURSEMENT  
RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #348 GRANT FILES:  
RECIPIENT

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #137, PROJECT FILES:  
FEDERAL

### CHARTER SCHOOL (DEFUNCT) STUDENT RECORDS

use STUDENT EDUCATION RECORDS: CATEGORY A

### COMMUNITY SERVICE RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #249, ATTENDANCE  
RECORDS: COMMUNITY SERVICE

### DIPLOMAS/CERTIFICATES: STUDENT

use DIPLOMAS/CERTIFICATES/AWARDS: STUDENT

**\*\*\*CROSS-REFERENCE\*\*\***

EXPULSION RECORDS: STUDENT

use EXPULSION RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #67, FINAL ORDERS RECORDS, for any final orders issued relating to an expulsion

FALL STAFF SURVEYS

use PUBLIC SCHOOLS STAFF SURVEY FILES

FEDERAL CASH ADVANCE RECONCILIATION 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 #340, DISBURSEMENT RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #348 GRANT FILES: RECIPIENT

or other applicable *General Records Schedule GS1-SL for State and Local Government Agencies* Item

FEDERAL COMPENSATORY EDUCATION 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 #340, DISBURSEMENT RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #348 GRANT FILES: RECIPIENT

FEDERAL IMPACT AID 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 #340, DISBURSEMENT RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #348 GRANT FILES: RECIPIENT

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #137, PROJECT FILES: FEDERAL

FIELD TRIP AUTHORIZATIONS

use FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS

FINANCIAL REPORTS: CATEGORICAL (NON-FTE)

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 #340, DISBURSEMENT RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #348 GRANT FILES: RECIPIENT

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #137, PROJECT FILES: FEDERAL

FLORIDA INVENTORY SCHOOL HOUSES (FISH) FORMS

use FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS

FOLLOW-UP SURVEYS

use FOLLOW-UP SURVEYS AND PLACEMENT REPORTS

FOOD SERVICE RECORDS: ANALYSIS REIMBURSEMENT/CLAIM REPORTS

use FOOD SERVICE RECORDS

FOOD SERVICE RECORDS: COMMODITY ISSUE SLIPS

use FOOD SERVICE RECORDS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #258, COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

FOOD SERVICE RECORDS: ELIGIBILITY HEARING

use FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING

FOOD SERVICE RECORDS: END-OF-MONTH REPORTS  
use FOOD SERVICE RECORDS

FOOD SERVICE RECORDS: INVENTORY  
use FOOD SERVICE RECORDS

FOOD SERVICE RECORDS: PRODUCTION  
use FOOD SERVICE RECORDS

FOOD SERVICE RECORDS: RECEIPT REPORTS  
use FOOD SERVICE RECORDS

FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS  
use FULL-TIME EQUIVALENCY RECORDS

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)  
use FULL-TIME EQUIVALENCY RECORDS

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)  
use FULL-TIME EQUIVALENCY RECORDS

FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS  
use FULL-TIME EQUIVALENCY RECORDS

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS  
use GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS

GUARDIANSHIP RECORDS  
use PARENTAL AUTHORITY RECORDS

HEAD START FUNDING 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 #340, DISBURSEMENT  
RECORDS: DETAIL  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #348 GRANT FILES:  
RECIPIENT  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #137, PROJECT FILES:  
FEDERAL

HOME SCHOOLING RECORDS  
use HOME EDUCATION PROGRAM RECORDS

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

LESSON PLAN BOOKS/FILES  
use LESSON PLAN RECORDS

MAPS: BOUNDARY  
use MAPS: SCHOOL BOUNDARY

MULTI-TIER SYSTEM OF STUDENT SUPPORTS (MTSS) RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, OPERATIONAL  
AND STATISTICAL REPORT RECORDS, for school-wide and grade-level assessments  
use SCHOOL IMPROVEMENT PLAN RECORDS, for school-wide responses to the assessments  
use CURRICULUM FILES and/or LESSON PLAN RECORDS for grade-level responses to the assessments  
use STUDENT EDUCATION RECORDS: CATEGORY B, for Response to Intervention (RtI) records

**\*\*\*CROSS-REFERENCE\*\*\***

use EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS for Response to Intervention (RtI) records when the recommended intervention outcome is evaluation for an ESE program

PRIVATE SCHOOL (DEFUNCT) STUDENT RECORDS

use STUDENT EDUCATION RECORDS: CATEGORY A

PROFESSIONAL ORIENTATION PROGRAM RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #147, TRAINING MATERIAL RECORDS (for those materials that are actually materials received from/in training)  
or the applicable *General Records Schedule GS1-SL for State and Local Government Agencies* PERSONNEL RECORDS Item (for those materials providing final/summary documentation of training or competency achieved)  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION (for other portfolio materials that are not part of the official personnel file)

PROFESSIONAL TREATMENT RECORDS

use MEDICAL/HEALTH CARE RECORDS: STUDENT

PROGRAM COST REPORTS

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

REGISTRATIONS: STUDENT

use REGISTRATIONS: K-12  
or REGISTRATIONS: ADULT AND CAREER EDUCATION

RELEASE OF INFORMATION: GENERIC

use RELEASE OF STUDENT INFORMATION: GENERIC

RELEASE OF INFORMATION: MEDICAL

use RELEASE OF STUDENT INFORMATION: MEDICAL

SECURITY REPORTS

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

SELECTION PROCESS: STUDENT ACHIEVEMENT AND TEACHER AWARDS

use AWARD AND RECOGNITION SELECTION RECORDS

SPEAKER CONFIRMATION RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #17, CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #238, PUBLIC PROGRAM/EVENT RECORDS

STATE STUDENT ASSESSMENT RECORDS: DISTRICT/SCHOOL

use EXAMINATION REPORTS: STANDARDIZED

STATE STUDENT ASSESSMENT RECORDS: STUDENT

use EXAMINATION RESULTS: STANDARDIZED

STATEMENT OF CONTEST

use STUDENT EDUCATION RECORDS: STATEMENT OF CONTESTED INFORMATION

STUDENT BROADCAST RECORDS: AUDIO/VIDEO

use STUDENT BROADCAST RECORDINGS

STUDENT LISTS

**\*\*\*CROSS-REFERENCE\*\*\***

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

STUDENT SCHEDULE RECORDS: FINAL SCHEDULE

use FULL-TIME EQUIVALENCY RECORDS

STUDENT SCHEDULE RECORDS: PRELIMINARY SCHEDULE

use FULL-TIME EQUIVALENCY RECORDS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #242, DRAFTS AND WORKING PAPERS

SUBSTITUTE TEACHER ROSTER

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

SUSPENSION RECORDS

use DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

or DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

TEACHER CERTIFICATIONS

use the applicable *General Records Schedule GS1-SL for State and Local Government Agencies* PERSONNEL RECORDS Item

TEXTBOOK ACCOUNT FILES/INVENTORIES

use TEXTBOOK INVENTORY RECORDS

TEXTBOOK EVALUATION RECORDS

use TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS

TRANSPORTATION (FEFP) SURVEY REPORTS

use TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP)

TRANSPORTATION (FEFP) SURVEY REPORTS: SUPPORTING DOCUMENTS

use TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP)

VOCATIONAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS

use CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS

VOCATIONAL CAREER AND TECHNICAL PLACEMENT REPORTS

use FOLLOW-UP SURVEYS AND PLACEMENT REPORTS

VOLUNTEER PROGRAM RECORDS: NON-STATE/FEDERAL

use VOLUNTEER/MENTOR PROGRAM RECORDS

## **ALPHABETICAL LISTING**

ABSENTEE EXCUSES AND ADMISSION SLIPS	Item #1
ABUSE/NEGLECT/ABANDONMENT RECORDS	Item #110
ACCESS LOG: PERSONNEL RECORDS	Item #112
ACCESS LOG: STUDENT EDUCATION RECORDS	Item #111
ACCIDENT RECORDS: STUDENTS	Item #2
ACCREDITATION RECORDS	Item #5
APPRENTICESHIP AGREEMENT RECORDS	Item #143
ARREST INFORMATION: STUDENT	Item #115
ATHLETIC ELIGIBILITY RECORDS	Item #116
ATTENDANCE RECORDS: STUDENT	Item #9
AWARD AND RECOGNITION SELECTION RECORDS	Item #134
BALLOTS: STUDENT ELECTIONS/POLLS	Item #117
BIOMETRIC IDENTIFICATION RECORDS	Item #144
BUS DRIVER LICENSE CHECK RECORDS	Item #118
BUS REGISTRATION AND SEATING RECORDS	Item #145
BUS SCHEDULES/REPORTS	Item #17
CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS	Item #106
CERTIFICATES: AGE	Item# 21
CHARTER SCHOOL RECORDS	Item #119
CLINIC LOG	Item #120
COURSE OUTLINES	Item #23
CURRICULUM FILES	Item #24
DIPLOMAS/CERTIFICATES/AWARDS: STUDENT	Item #121
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)	Item #26
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)	Item #27
DROP/ADD REQUEST RECORDS	Item #146
E-RATE PROGRAM RECORDS	Item #147
EMERGENCY NOTIFICATION RECORDS	Item #122
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) RECORDS	Item #148
EXAMINATION MATERIALS: STANDARDIZED	Item #28
EXAMINATION MATERIALS/RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS	Item #149
EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL	Item #123
EXAMINATION REPORTS: STANDARDIZED	Item #29
EXAMINATION RESULTS: STANDARDIZED	Item #124
EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS	Item #125
EXPULSION RECORDS	Item #31
FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS	Item #37
FINANCIAL AID RECORDS	Item #150
FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) CERTIFICATIONS	Item #151
FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS	Item #41
FOLLOW-UP SURVEYS AND PLACEMENT REPORTS	Item #152
FOOD SERVICE RECORDS	Item #153
FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING	Item #126
FULL-TIME EQUIVALENCY RECORDS	Item #154
GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS	Item #56
GRADE RECORDS: FINAL GRADES	Item #57
GRADE RECORDS: INTERIM GRADES	Item #58
GRADE RECORDS: TEACHER GRADE BOOKS	Item #59
HALL PASSES	Item #127
HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS	Item #62
HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS	Item #63
HEALTH IMMUNIZATION CERTIFICATION	Item #155
HEALTH IMMUNIZATION NOTICE OF NONCOMPLIANCE	Item #128

General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education  
**\*\*\*ALPHABETICAL LISTING\*\*\***

HOME EDUCATION PROGRAM RECORDS	Item #156
HOMEBOUND/HOSPITAL PROGRAM RECORDS	Item #157
IN-SERVICE EDUCATION RECORDS	Item #65
INTERNSHIP RECORDS: STUDENT	Item #129
LESSON PLAN RECORDS	Item #67
MAPS: SCHOOL BOUNDARY	Item #68
MEDICAL/HEALTH CARE RECORDS: STUDENT	Item #158
MILLAGE AND BOND ELECTION RECORDS	Item #70
PARENT/GUARDIAN CONSENTS FOR PHOTOGRAPHIC/VIDEO/AUDIO RECORDING OF STUDENT	Item #159
PARENTAL AUTHORITY RECORDS	Item #160
PARKING DECAL/PERMIT RECORDS: STUDENTS	Item #161
PUBLIC SCHOOLS STAFF SURVEY FILES	Item #33
REGISTRATIONS: ADULT AND CAREER EDUCATION	Item #162
REGISTRATIONS: K-12	Item #163
RELEASE OF STUDENT INFORMATION: DIRECTORY INFORMATION WITHHOLDING REQUEST	Item #164
RELEASE OF STUDENT INFORMATION: GENERIC	Item #131
RELEASE OF STUDENT INFORMATION: MEDICAL	Item #132
SCHOOL CHOICE RECORDS	Item #133
SCHOOL DEMOGRAPHIC REPORTS	Item #165
SCHOOL IMPROVEMENT PLAN RECORDS	Item #166
SECURITY SCREENING RECORDS	Item #142
SKILL MASTERY RECORDS	Item #86
STUDENT ALTERNATE TRANSPORTATION AUTHORIZATION RECORDS	Item #167
STUDENT BROADCAST RECORDINGS	Item #137
STUDENT CLASS WORK RECORDS	Item #89
STUDENT EDUCATION RECORDS: CATEGORY A	Item #90
STUDENT EDUCATION RECORDS: CATEGORY B	Item #91
STUDENT EDUCATION RECORDS: STATEMENT OF CONTESTED INFORMATION	Item #136
STUDENT NEWSPAPERS	Item #138
STUDENT ORGANIZATION RECORDS	Item #139
TELEVISION STATION USE LOG	Item #141
TEXTBOOK INVENTORY RECORDS	Item #98
TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS	Item #99
TEXTBOOK/INSTRUCTIONAL MATERIAL REQUEST RECORDS: DENIED	Item #168
TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP)	Item #100
TRUANCY CASE FILES	Item #169
UNREGISTERED STUDENT RECORDS	Item #170
VETERANS RECORDS: STUDENT	Item #105
VOLUNTEER/MENTOR PROGRAM RECORDS	Item #108
YEARBOOKS	Item #171

**NUMERICAL LISTING**

ABSENTEE EXCUSES AND ADMISSION SLIPS	Item #1
ACCIDENT RECORDS: STUDENTS	Item #2
ACCREDITATION RECORDS	Item #5
ATTENDANCE RECORDS: STUDENT	Item #9
BUS SCHEDULES/REPORTS	Item #17
CERTIFICATES: AGE	Item# 21
COURSE OUTLINES	Item #23
CURRICULUM FILES	Item #24
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)	Item #26
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)	Item #27
EXAMINATION MATERIALS: STANDARDIZED	Item #28
EXAMINATION REPORTS: STANDARDIZED	Item #29
EXPULSION RECORDS	Item #31
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LESSON PLAN RECORDS	Item #67
MAPS: SCHOOL BOUNDARY	Item #68
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TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP)	Item #100
VETERANS RECORDS: STUDENT	Item #105
CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS	Item #106
VOLUNTEER/MENTOR PROGRAM RECORDS	Item #108
ABUSE/NEGLECT/ABANDONMENT RECORDS	Item #110
ACCESS LOG: STUDENT EDUCATION RECORDS	Item #111
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ARREST INFORMATION: STUDENT	Item #115
ATHLETIC ELIGIBILITY RECORDS	Item #116
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BUS DRIVER LICENSE CHECK RECORDS	Item #118
CHARTER SCHOOL RECORDS	Item #119
CLINIC LOG	Item #120
DIPLOMAS/CERTIFICATES/AWARDS: STUDENT	Item #121
EMERGENCY NOTIFICATION RECORDS	Item #122
EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL	Item #123



General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education  
\*\*\*NUMERICAL LISTING\*\*\*

EXAMINATION RESULTS: STANDARDIZED	Item #124
EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS	Item #125
FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING	Item #126
HALL PASSES	Item #127
HEALTH IMMUNIZATION NOTICE OF NONCOMPLIANCE	Item #128
INTERNSHIP RECORDS: STUDENT	Item #129
RELEASE OF STUDENT INFORMATION: GENERIC	Item #131
RELEASE OF STUDENT INFORMATION: MEDICAL	Item #132
SCHOOL CHOICE RECORDS	Item #133
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STUDENT EDUCATION RECORDS: STATEMENT OF CONTESTED INFORMATION	Item #136
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PARENTAL AUTHORITY RECORDS	Item #160
PARKING DECAL/PERMIT RECORDS: STUDENTS	Item #161
REGISTRATIONS: ADULT AND CAREER EDUCATION	Item #162
REGISTRATIONS: K-12	Item #163
RELEASE OF STUDENT INFORMATION: DIRECTORY INFORMATION WITHHOLDING REQUEST	Item #164
SCHOOL DEMOGRAPHIC REPORTS	Item #165
SCHOOL IMPROVEMENT PLAN RECORDS	Item #166
STUDENT ALTERNATE TRANSPORTATION AUTHORIZATION RECORDS	Item #167
TEXTBOOK/INSTRUCTIONAL MATERIAL REQUEST RECORDS: DENIED	Item #168
TRUANCY CASE FILES	Item #169
UNREGISTERED STUDENT RECORDS	Item #170
YEARBOOKS	Item #171