ACADEMY 100 SUPPORT GROUP RECORDS (Schedule 125 Item 1)
This series consists of but is not limited to correspondence and meeting records. The Academy 100 is a non-alumni support group of the College of Dentistry.

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 Retain until obsolete, superseded, or administrative value is lost.

ACCESS CONTROL RECORDS (Schedule GS1-SL Item 189)
This record series consists of records pertaining to employee or contractor access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, pin codes, lock/keypad combinations, parking assignment records, network password and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.

RETENTION:
a) Record copy. 1 anniversary year after superseded or employee separates from employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ACCIDENT RECORDS: STUDENT/EMPLOYEE (Schedule GS5 Item 36)
This record series consists of documentation of student or employee having an accident on college grounds, in the building or in college activities.

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 Retain until obsolete, superseded, or administrative value is lost.

ACCREDITATION RECORDS: ACCREDITATION REPORT (Schedule GS5 Item 37)
This record series consists of accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school.

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 Retain until obsolete, superseded, or administrative value is lost.

ACCREDITATION RECORDS: FINAL SELF-STUDY (Schedule GS5 Item 38)
This record series consists of final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school.

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 Retain until obsolete, superseded, or administrative value is lost.

ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL (Schedule GS5 Item 2)
This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation.

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

ACCREDITATION RECORDS: SUPPORTING DOCUMENTS (Schedule GS5 Item 39)
This record series consist of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school including documentation.

RETENTION:
a) Record copy. 1 year after accredited.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ACCREDITATION RECORDS: SURVEY AND INSPECTION REPORT  (Schedule GS4 Item 1)
This record series consists of accreditation survey results, inspection reports by accrediting institutions, notices of corrections, correction reports, and in-house surveys and testing done prior to the actual accreditation survey. Also included in this series are public notices by accrediting organizations, public hearing transcripts, and any additional supporting materials necessary for the survey, inspection, and correction of deficiencies. This applies to all certifying agencies, whether state, federal or professional organizations. This series may be used by a specific department or for the hospital as a whole. This series may have archival value.
RETENTION:
a) Record copy. 5 years after next accreditation report is issued.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ACTIVITY REPORTS (OUTSIDE): FACULTY/A&P  (Schedule UF 227 Item 1)
This record series documents outside employment or activities and includes type of activity undertaken, dates, average number of hours per week, and signatures of approval. It also includes the Report of Specified Interest/Conflict of Interest forms which were used prior to the Outside Activities Report.
RETENTION:
a) Record copy. Maintained by the Dean’s Office. 5 years after termination of employment provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ACTIVITY REPORTS (OUTSIDE): USPS  (Schedule UF 227 Item 2)
This record series documents outside employment or activities and includes types of activity undertaken, dates, average number of hours per week, and signatures of approval. It also includes the Report of Specified Interest/Conflict of Interest forms which were used prior to the Outside Activities Report.
RETENTION:
a) Record copy. Maintained by Personnel Services. 5 years after termination of employment provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)  (Schedule GS1-SL Item 244)
This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.
RETENTION:
a) Record copy. Retain for life of structure OR 15 anniversary years after case closed, whichever is later.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)  (Schedule GS1-SL Item 331)
This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.
RETENTION:
a) Record copy. 15 anniversary years after case closed.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE CONVENIENCE RECORDS  (Schedule GS1-SL Item 2)
This record series consists of DUPLICATES of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The material filed in this series is NOT the official file or record copy. Do NOT use this item if records fall under a more appropriate retention schedule item.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ADMINISTRATIVE SUPPORT RECORDS (Schedule GS1-SL Item 3)
This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual’s daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. For instance, use Budget Records: Supporting Documents for budget work papers; use Purchasing Records for records relating to purchase of office supplies; etc.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER (Schedule GS1-SL Item 122)
This record series consists of records documenting the substantive actions of elected or appointed program managers or agency directors. These records constitute the official record of an agency’s performance of its functions and formulation of policy and program initiatives. This series may include various types of records such as correspondence; memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also “CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT,” “DIRECTIVES/POLICIES/PROCEDURES,” and “SUBJECT/REFERENCE FILES.” These records may have archival value.
RETENTION:
a) Record copy. 10 anniversary years; State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMISSION RECORDS: STUDENT DENIED ADMISSION (Schedule GS5 Item 42)
This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have been denied admission.
RETENTION:
a) Record copy. 3 years after application submitted.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMISSION RECORDS: REGISTERED STUDENT (Schedule GS5 Item 41)
This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms for students who have registered for classes. “The record copy for undergraduate and graduate students, excluding the College of Law, Medicine, dentistry, and Veterinary Medicine, is maintained by the Office of the University Registrar.”
RETENTION:
a) Record copy. 5 years after attendance provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADMISSION RECORDS: UNREGISTERED STUDENT (Schedule GS5 Item 3)
This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have not registered for classes.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ADMISSION REPORTS: STATISTICAL  (Schedule GS4 Item 2)
This record series consists of statistical admission reports. These reports do not give personal identifying information such as name and address. These reports contain statistical data used to abstract various factors. Data may include the number of patients in a particular ward such as maternity or intensive care, the number or patients admitted for each hour of the day, the number of trauma patients in a day, etc.
RETENTION:
a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADVERTISEMENTS: LEGAL  (Schedule GS1-SL Item 25)
This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in s. 50.011, F.S., (Where and in what language legal notices to be published) or in the “Administrative Weekly” regarding matters pertaining to the agency and other legal advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative values is lost.

AFFIRMATIVE ACTION RECORDS  (Schedule GS1-SL Item 82)
This record series consists of records relating to an agency’s affirmative action plan, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. See also “EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS” and “MINORITY BUSINESS CERTIFICATION CASE FILES.”
RETENTION:
a) Record copy. 2 anniversary years provided litigation has been resolved.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AIR SAMPLING AND BIOASSAYS  (Schedule GS4 Item 107)
This series consist of the results of air sampling and bioassays as well as surveys conducted in the radiology section which are sufficient enough to identify potential hazards, permit proper equipment selection, estimate exposure levels, and to evaluate actual intake levels. The air sampling, surveys, and bioassays are part of the required Respiratory Protection Program. 10D-91.471 & 10d-91.452, F.A.C.
RETENTION:
a) Record copy. 1 year after expiration or termination of license.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AMERICAN DENTAL ASSOCIATION RECORDS  (Schedule 125 Item 7)
This series consists of a yearly financial report and 10 years accreditation review.
RETENTION:
a) Record copy. Permanent – Maintained by the Office of the dean.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ANIMAL CONTROL RECORDS  
(Schedule GS1-SL Item 234)  
This record series consist of copies of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases which have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the test performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug’s use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. Please refer to s. 381.0031(4), F.S. (Report of diseases of public health significance to department exemption), s. 828.30, F.S. (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, F.A.C. (Limited Service Veterinary Medical Practice Patient Records).  
RETFENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ANIMAL LAB RECORDS – DEPT OF ANESTHESIOLOGY  
(Schedule 169 Item 5)  
This series consists of, but is not limited to, clinical record sheets (EKG, heart beat, and other data) and logs related to individual animals or statistical outlays and other forms of compiled data related to groups of animals used in experiments. Parts of this series are required for compliance with federal animal use law.  
RETFENTION:  
a) Record copy. Animal Protection Records: 2years from that date that a product was administered to such animal.  
b) Duplicates and All Others. Retain until obsolete, superseded, or administrative value is lost.

ANNOUNCEMENTS AND INFORMATION: ROUTINE  
(Schedule UF 220 Item 1)  
This record series consists of information transmitted between parties. This information does not result in the formulation of policy or contract. It may be transmitted internally between employees, or externally, and may include but is not limited to notices of seminars, conference, or workshops, queries regarding processes or ideas, electronic journals, and general information of programs.  
RETFENTION:  
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

ANNUAL REPORTS OF THE PRESIDENT  
(Schedule GS5 Item 4)  
This record series consists of reports put out by the President of the college giving information and statistics on the college.  
RETFENTION:  
a) Record copy. 3 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ANNUAL REPORTS: GOVERNING BODY  
(Schedule GS1-SL Item 245)  
This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and department special districts. This is NOT the annual financial report required under s. 218.32, F.S., nor is it the comprehensive annual financial report (C.A.F.R.) required under s. 218.39, F.S., and section 10.550 of the Rules of the Auditor General of the State of Florida. These records may have archival value.  
RETFENTION:  
a) Record copy. Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ANNUAL REPORTS (Schedule GS5 Item 43)
This record series consists of summaries of departmental, university or division activities by year.
RETENTION:
a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS (Schedule GS5 Item 44)
This record series consists of IPEDS reports (Integrated Postsecondary Education Data System); OCR reports (Office of Civil Rights); and EEOC reports (Equal Employment Opportunity Commission) specifically the EEO-6 report.
RETENTION:
a) Record copy. 3 years after termination of federal funds.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

APPOINTMENT COMMITMENT REPORT (Schedule UF 187 Item 10)
This record series consists of a projection of salary expenditures based on budget and existing assignments. Master records maintained by finance and accounting.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL (Schedule GS1-SL Item 216)
This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, F.S., Building Construction Standards, and s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property.
RETENTION:
a) Record copy. Retain for life of structure OR 15 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS (Schedule GS1-SL Item 204)
This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL (Schedule GS1-SL Item 252)
This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, F.S., Building Construction Standards, and s. 95.11(3) (c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property.
RETENTION:
a) Record copy. 15 anniversary years after issuance of certificate of occupancy.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ARCHITECTURAL AND LANDSCAPE DRAWINGS AND PLANS (Schedule 139 Item 2)
This series consists of, but is not limited to, architectural drawings of university buildings, planting plans for landscape, and maps of campus roads and parking lots. Includes original drawing used for reproduction only and a second working copy, plus transparencies showing incremental changes. Some records are on microfilm and are primarily used as convenience copies. These records are essential for the ongoing operation of the university.
RETENTION:
a) Record copy. Retain for life of the building (Microfilm optional). After demolition of the building, offer to the University Archives.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN (Schedule GS1-SL Item 332)
This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued. The retention is pursuant to Florida Building Code 104.1.6, Time Limitations: “An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing or the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application provided the extension is requested in writing and justifiable cause is demonstrated.
RETENTION:
a) Record copy. 6 months after last action.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ASSOCIATION OF AMERICAN MEDICAL COLLEGES FILES (Schedule 169 Item 8)
This series consists of, but is not limited to, liaison reports, worksheets, expenditures and revenue reports, and copies of minutes that are submitted to the Association.
RETENTION:
a) Record copy. 5 calendar years.

ATHLETIC SCHOLARSHIP AND GRANT IN-AID AWARD RECORDS (Schedule 258 Item 1)
This record series consists of information pertaining to the eligibility of players and receipts of financial aid in the form of scholarships including grant-in-aid scholarships, maintained to monitor accounts and to assist in complying with National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and conference rules and regulations. The series may include, but is not limited to, squad lists containing summary information; conference eligibility reports; team roster update sheets; scholarship count showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; Student-Athlete Health Insurance Portability and Accountability Act (HIPAA) Authorization/Buckley Amendment Consent-Disclosure of Protected Health Information forms; and other related documentation and correspondence.
RETENTION:
a) Record copy. 6 anniversary fiscal years after graduation, last date of attendance, leaving program or eligibility is exhausted.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ATTENDANCE AND LEAVE RECORDS (Schedule GS1-SL Item 116)
This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
AUDITS: AUDITOR GENERAL  
This record series consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance. These records are created pursuant to s. 11.45, F.S. **These records may have archival value.**  
**RETENTION:**  
a) Record copy. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDITS: INDEPENDENT  
This record series consist of a report, including and appropriate financial statements, issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to s. 11.45, F.S., Definitions; duties; authorities; reports; rules (Auditor General), and/or s. 215.97, F.S., Florida Single Audit Act  
**RETENTION:**  
a) Record copy. 10 fiscal years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDITS: INTERNAL  
This record series consists of a report by an internal auditor to establish the position of the agency being audited against its standard performance. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to s. 11.45 and/or s. 20.055, F.S.  
**RETENTION:**  
a) Record copy. 5 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDITS: RADIATION PROTECTION PROGRAM  
This record series consists of any audits or reviews conducted by the state or federal government, a consultant, or radiology provider on the Radiation Protection Program. The audit or review evaluates the program’s content and implementation. Proof of corrective actions may also be included in this series. 10D-91.470, F.A.C.  
**RETENTION:**  
a) Record copy. 3 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDITS: STATE/FEDERAL  
This record series consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to s. 11.45(3), F.S. **These records may have archival value.**  
**RETENTION:**  
a) Record copy. 10 fiscal years. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDITS: SUPPORTING DOCUMENTS  
This record series consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization, or internal management.  
**RETENTION:**  
a) Record copy. 3 fiscal years provided applicable audits have been released and resolved.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS  
(Schedule GS1-SL Item 393)  
This record series consists of system-generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION:  
a) Record copy. Retain each audit trail as long as the record the entry relates to, provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEM  
(Schedule GS1-SL Item 394)  
This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

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

AUTOMATED ACCOUNTING SYSTEM REPORTS  
(Schedule GS1-SL Item 50)  
This record series consists of reports generated by an agency’s automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also “DISBURSEMENT RECORDS: DETAIL,” “DISBURSEMENT RECORDS: SUMMARY,” “RECEIPT/REVENUE RECORDS: DETAIL,” “RECEIPT/REVENUE RECORDS: SUMMARY,” and “FINACIAL HISTORY SUMMARY 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.

AWARD RECORDS: PERSONNEL NOMINATIONS  
(Schedule UF 227 Item 9)  
This record series consist of award nominations and packets for UF employees, and may include but not limited to fellowships, incentive programs, and UF, state, and national awards.

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

AWARD RECORDS: TEACHING INCENTIVE PROGRAM (AWARDED)  
(Schedule UF 227 Item 7)  
This record series consists of Teaching Incentive Award Program nominee packets, and may include but not limited to statement of work, student evaluations, department chair assessment, peer review letters, other teaching information, and letter of recommendation.

RETENTION:  
a) Record copy. Maintained by Dean. 1 year after award provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
AWARD RECORDS: TEACHING INCENTIVE PROGRAM (DENIED)  (Schedule UF 227 Item 8)
This record series consists of Teaching Incentive Award Program nominee packets, and may include but is not limited to statement of work, student evaluations, department chair assessment, peer review letters, other teaching information, and letter of recommendation.
RETENTION:
a) Record copy. Maintained by Department or Dean. 1 year after submission provided no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BACKUP TAPES
There is no retention schedule for backup tapes or other forms of data backup. A backup tape or drive should be just that: a data/records backup kept solely as a security precaution but not intended to serve as the record copy or as a records retention tool. In the case of disaster, the backup would be used to restore lost records; otherwise, agency records that have not met their retention should not be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases e-mails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency from the backup to ensure that the backup is not used as a records retention tool.

BANK STATEMENTS: RECONCILIATION  (Schedule GS1-SL Item 85)
This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BARGAINING RECORDS  (Schedule GS1-SL Item 87)
This record series consists of contracts and supporting documentation related to a contract or agreement between a public agency and a labor organization or employee union.
RETENTION:
a) Record copy. 5 fiscal years after expiration or cancellation of contract provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative values is lost.

BENEFIT DISTRIBUTION REPORTS  (Schedule GS5 Item 5)
This record series consists of monthly benefit reports of the cost to the college for health and life coverage.
RETENTION:
a) Record copy. 2 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS  (Schedule GS1-SL Item 70)
This record series consists of information relative to the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, “Requests for Proposals,” “Requests for Qualifications,” “Letters of Interest,” “Invitations to Bid,” “Invitations to Negotiate,” technical specifications, correspondence, bid tabulations, and bid responses. “Capital Improvements” shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures.
RETENTION:
a) Record copy. 15 anniversary years after awarded provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS (Schedule GS1-SL Item 71)
This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, “Requests for Proposals,” “Requests for Qualifications,” “Letters of Interest,” “Invitations to Bid,” “Invitations to Negotiate,” technical specifications, correspondence, bid tabulations, and bid responses. “Capital Improvements” shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g. major repairs such as roof replacement), or removal of closed structures.
RETENTION:
a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative values is lost.

BID RECORDS: NON-CAPITAL IMPROVEMENT (Schedule GS1-SL Item 72)
This record series consists of information relative to the processing and letting of successful and unsuccessful non-capital improvement bids including, but not limited to, legal advertisements, “Request for Proposals,” “Request for Qualifications,” “Letters of Interest,” “Invitations to Bid,” “Invitations to Negotiate,” technical specifications, correspondence, bid tabulations, and bid responses.
RETENTION:
a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative values is lost.

BIOMEDICAL WASTE RECORDS (Schedule Gs4 Item 96)
This record series consists of: training records, which document that staff members were instructed on the proper handling and disposition of biomedical wastes; copies of signed biomedical tracking forms generated by the disposing agency and signed by the owner/operator of the destination facility as required by 40 CFR 259.52; exception forms required by biomedical waste procedures under 40 CFR 259.55c; original mail receipts generated when an agency transports regulated medical waste by the U.S. Postal Service as well as the return receipt; and the shipment log maintained by the original generating point and any central receiving facilities. Shipment logs contain the date of shipment, the quantity by weight and the category of waste shipped, the address and location of the central collection point and the original generating point, signatures as required, and the date of receipt by a central receiving point. This log may also contain the name and address of the transporter and the transporter’s state permit or license number. The exception form is completed by a generator if they do not receive a completed signed copy of the tracking form from the owner/operator of the destination facility within 45 days after shipment. The exception form is submitted to the EPA regional Administrator and the appropriate state agency. This form includes a legible copy of the tracking form for which there is no confirmation of delivery and a signed cover letter explaining the generator’s efforts in locating the waste and the results of those efforts. 10D-104.003, F.A.C and 40 CFR 259.54, .55, .60
RETENTION:
a) Record copy. 3 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BIRTH RECORDS/CERTIFICATES (Schedule GS Item 6)
This record series consist of vital birth records and certificates filed with the state registrar of vital statistics. This series may include any birth record, or amendments thereto, in certificate form or in report form as collected by the county health officer, as well as the penny post cards issued in the 1900s and the birth ledgers of cities created before the Bureau of Vital Statistics. This series may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
BIRTH REPORTS (Schedule GS4 Item 102)
This record series consists of reports submitted by the medical facility to the County Public Health Unit every five days on diskette. The report contains all necessary information for the completion of the birth certificate including baby’s name, weight, height, time/date/location of birth and information on the baby’s parents. The record copy is retained by the Office of Vital Statistics for the generation of a birth certificate. Copies of this report maintained by the hospital are duplicates.

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

BLOOD BANK RECORDS (Schedule GS4 Item 122)
This record series consists of documents maintained in a blood bank which record the donor information, storage and distribution of the product, compatibility testing, quality control records, transfusion reaction reports and complaints, and general records. This series also includes the logs which indicate on-hand inventory and notices of emergency shortages. General records are described as records of the sterilization of supplies and reagents, responsible personnel, errors and accidents, maintenance of equipment and the physical plant, an the expiration dates of supplies and reagents. Quality control records include: calibration and standardization of equipment, performance checks, periodic check of sterile technique, and periodic tests of the capacity of shipping containers to maintain the proper temperature. Compatibility tests include the results of cross-matching, antibody screenings, and the results of confirmation testing. Storage and distribution records include: the distribution and disposition of the blood product; visual inspection of whole blood and red blood cells during storage and immediately before distribution; storage temperature control and initialed temperature log or chart; and emergency releases of blood including a physician’s signature. Donor records include: donor selection, informed consent, medical interview and examination, permanent and temporary deferrals, donor adverse reaction complaints and reports, investigation and follow-up, therapeutic bleedings, immunization, and blood collection including phlebotomist’s name. This series relates to JCAHCO standard QC5.1.7. THE RETENTION IS 6 MONTHS AFTER THE PRODUCT’S EXPIRATION DATE; HOWEVER, IF THERE IS NO EXPIRATION DATE, THE RECORDS ARE RETAINED PERMANENTLY. 21 CFR 606.160, .165, .170, and .151.

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

BOND ADMINISTRATION RECORDS (Schedule GS1-SL Item 250)
This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. These records may have archival value.

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

BOND REGISTERS (Schedule GS1-SL Item 251)
This record series consists of registers used to record the redemption of coupons for municipal bonds. The register is evidence of payment and may include upon what authority bonds interest coupons were issued, details of bondholders, balances, identifying date, number of each bond, interest paid, and maturation dates. The register may also indicate that the coupons have been paid, upon what authority they were destroyed, and the date of destruction. These records may have archival value.

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
**BOND RESOLUTIONS/ORDINANCES** *(Schedule GS1-SL Item 191)*

This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The record includes, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. *These records may have archival value.*

**RETENTION:**

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

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**BONDS AND BOND INTEREST COUPONS** *(Schedule GS1-SL Item 226)*

This record series consists of retired bonds and bond interest coupons that have been redeemed. Information in these records may include, but is not limited to, identifying date, number of each bond, and quality and value of bond by maturity. Retired bonds and bond interest coupons may only be disposed of provided payments have been recorded in the bond register.

**RETENTION:**

a) Record copy. 5 fiscal years after paid, exchanged, or transferred and recorded in bond register provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**BONUS RECORDS: PEER REVIEW EVALUATIONS** *(Schedule GS1-SL Item 333)*

This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their “peers.” These records do not become part of an employee’s personnel record.

**RETENTION:**

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

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**BUDGET RECORDS: APPROVED ANNUAL BUDGET** *(Schedule GS1-SL Item 58)*

This record series consists of the agency’s approved annual budget and its amendments which are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency’s final approved budget. *These records may have archival value.*

**RETENTION:**

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

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**BUDGET RECORDS: SUPPORTING DOCUMENTS** *(Schedule GS1-SL Item 88)*

This record series consists of any documentation supporting budget matters, including but not limited to working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency’s final approved budget.

**RETENTION:**

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

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**BUDGET TRANSFER FORMS** *(Schedule GS5 Item 46)*

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

**RETENTION:**

a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
BUILDING AND PROPERTY REFERENCE FILE  
This series contains records on underground telephone lines, fire hydrants, fire marshall reports, alarm systems, sprinkler systems and other data related to university property and buildings.
RETENTION:
a) Record copy. Retain for life of the structure or the system. Underground utility systems and alarm systems records – Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES  
This record series documents the method by which a local governing authority grants the privilege of engaging in or managing and business, profession, or occupation within its jurisdiction pursuant to Chapter 205, Florida Statutes, Local Business Taxes. The series includes applications, renewal cards, business tax receipts, and supporting documentation. Chapter 457-493, Florida Statutes, Regulation of Professions and Occupations, detail licensing and other requirements for a variety of occupations, such as barbering, cosmetology, architecture, funeral directing, etc. See also “Licenses: Certificate of Competency Records” and “Licenses: Certificate of Competency Records (Temporary).”
RETENTION:
a) Record copy. 1 calendar year after expiration, revocation, or denial of business tax receipt/license.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CABINET RECORDS  
This series consists of records documenting the activities of cabinet members of the University Student Senate, and may include but is not limited to project records, weekly reports, minutes, and correspondence.
RETENTION:
a) Record copy. Permanent – Transfer to University Archives.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CADAVERS RECEIVED & STORED-STATE ANATOMICAL BOARD  
This series consists of, but is not limited to, dedication forms, declaration of consent, and cadaver receipts.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CALENDARS  
This record series consists of calendars, appointment books, planners, or other records showing official daily appointments and meetings. The series might also include lists of “prioritized daily tasks,” background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by “PUBLIC INFORMATION FILES (Item 128).”
RETENTION:
a) Record copy. 1 anniversary year.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CANCER REGISTRY REPORTS  
This record series consists of cancer registry reports which were required by HRS in 1972 and discontinued in 1977. These reports are no longer created but may still be in storage. The report identified the type of cancer, its growth and location, the treatments prescribed and their effectiveness, and the age, gender, and race of the patient.
RETENTION:
a) Record copy. 75 calendar years after last entry; microfilm optional.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
CASH CONTROL REPORTS  (Schedule GS5 Item 47)
This record series consists of weekly computer generated report from Tallahassee listing revenue, encumbrances, expenditures, cash balances and budget balances.
RETENTION:
a) Record copy. 180 days after annual report.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CENTRAL LEAVE BALANCE ADJUSTMENT FORM  (Schedule UF 187 Item 18)
This series consists of a form used to adjust rate or adjust balance when employee compiles more leave than allowed.
RETENTION:
a) Record copy. Maintained at Division of Human Resources. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CENTRAL LEAVE USER PROFILE REQUEST FORM  (Schedule UF 187 Item 19)
This series gives access to system to user.
RETENTION:
a) Record copy. Maintained at Personnel Services. 3 years after termination of access.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CERTIFICATE OF OCCUPANCY: COMMERCIAL  (Schedule GS1-SL Item 255)
This record series consists of a certificate issued by the “local governing authority’s” jurisdiction for a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to Florida Statutes, Chapter 553, Building Construction Standards, and s. 9511(3) (c), Statute of Limitations regarding design, planning, or construction of an improvement to real property.
RETENTION:
a) Record copy. Retain for life of the structure OR 15 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL  (Schedule GS1-SL Item 256)
This record series consists of a certificate issued by the “local governing authority’s” jurisdiction for a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to Florida Statutes, Chapter 553, Building Construction Standards, and s. 95.11(3) (c), Statute of Limitations regarding design, planning, or construction of an improvement to real property.
RETENTION:
a) Record copy. 15 anniversary years after issuance of certificate of occupancy.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS  (Schedule GS1-SL Item 207)
This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure.
RETENTION:
a) Record copy.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
CHILD CARE RECORDS
This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child’s legal name, birth date, and preferred nicknames; parents’ names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to Florida Statutes, sections 1003.22 regarding school-entry health examinations and immunization against communicable diseases; and 1003.23 regarding attendance records and reports.
RETENTION:
a) Record copy. 5 calendar years after termination of enrollment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CHILDREN’S MEDICAL SERVICE COLLECTONS
This series documents charges made to CMS as a result of client visits.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CLASS, COURSE, ROOM AND FACULTY SCHEDULES
This record series consists of class meeting times and days for each course, room assignments, and teaching schedules including office hours.
RETENTION:
a) Record copy. Retain until end of semester.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CLASS FILES
This record series contains records related to the overall performance of each class for comparative study, files by class year. Includes but not limited to class grade records, class rolls, class statistical reports, tests, and duplicate student records.
RETENTION:
a) Record copy. 1 year after graduation.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CLASS ROLLS
This record series consists of all students enrolled in class during a particular grading period.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES
This record series consists of the client case files for citizens receiving assistance from a county or city social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports which are submitted by the local government agency to the Agency for a Health Care Administration as provided by ss. 154.301-154.331, F.S., Health Care Responsibility For Indigents; and Chapter 59H-1, F.A.C., Florida Health Care Indigency Eligibility Certification Standards.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
CLIENT CASE FILES: VETERAN SERVICES  (Schedule GS1-SL Item 310)
This record series consists of case files relating to veterans receiving various types of assistance, including but not limited to, copies of the following documents; proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms and all other VA forms which are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.
RETENTION:
a) Record copy. 5 fiscal years after case closed provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CLINIC ACTIVITY REPORTS  (Schedule 125 Item 18)
This series consists of computer generated reports of clinic schedules, student clinic activity, patient treatment plans and chart use. The information is either in machine readable form as a part of the student record or posted to the patient medical record.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

CLINIC APPOINTMENT SHEETS  (Schedule 125 Item 19)
This series consists of patient appointment records for the clinics.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

CLINIC RUN REPORTS  (Schedule 125 Item 20)
This series consists of a computer generated report of revenue generated by each physician.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

COMMITTEE FILES  (Schedule 169 Item 16)
This series documents the service of individuals in University and Shands committees and boards.
RETENTION:
a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

COMMITTEE/BOARD APPOINTMENT RECORDS  (Schedule GS1-SL Item 334)
This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation.
RETENTION:
a) Record copy. 3 fiscal years after term of office or committee/board is abolished.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS  (Schedule GS1-SL Item 379)
This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation.
RETENTION:
a) Record copy. 4 anniversary years after personnel action and any litigation are resolved.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
COMMITTEE RECORDS  
(Schedule GS5 Item 49)
This record series consists of documents and the service of individuals on university committees and boards.

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

COMMUNICATIONS AUDIO RECORDINGS  
(Schedule GS1-SL Item 335)
This record series consists of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency. See also “911 RECORDS: LOGS.”

RETENTION:
- Record copy. 30 days.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES  
(Schedule GS1-SL Item 94)
This record series consists of individual complaints received from citizens, consumers, or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. See also “GRIEVANCE FILES.”

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

COMPLAINT RECORDS: MAMMOGRAPHY FACILITY  
(Schedule GS4 Item 91)
This record series consists of the complaint filed by an employee or patient against a mammography provider and the results of the accrediting body’s investigations. 21 CFR 900.4 and 95.11. F.S.

RETENTION:
- Record copy. 7 years after investigation.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CONTINUING EDUCATION REGISTRATION SLIPS  
(Schedule 188 Item 1)
This series consists of Continuing Education Registration Slips from the College of Pharmacy, and includes student name, program registered for, and number of credits received. These classes are required for pharmacy license renewal. A copy of the slip is given to the student and also sent to the Florida Pharmacy Association. The Florida Board of Pharmacy renews licenses on a two-year cycle.

RETENTION:
- Record copy. 5 years after class attended provided no litigation is pending.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CONTINUING MEDICAL EDUCATION – FACULTY TRAINING RECORDS OF ATTENDANCE  
(Schedule 169 Item 17)
This series records attendance of faculty members at Continuing Medical Education seminars, lectures and workshops, and is retrained at the department level for evaluative purposes.

RETENTION:
- Record copy.
  If posted to faculty personnel file, retain one year and destroy.
  If not posted to faculty personnel file, retain one year after termination.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY  (Schedule GS1-SL Item 64)
This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of capital improvement or real property contracts, leases, or agreements to which the agency is a party, including contracts, leases, or agreements with architects, engineers, builders, and construction companies. “Capital Improvements” shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. “Real Property” means land, buildings, and fixtures. The terms “land,” “real estate,” and “real property” may be used interchangeably. See also “CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT.”
RETENTION:
a) Record copy. 15 fiscal years after completion or termination of contract/lease/agreement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT  (Schedule GS1-SL Item 65)
This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of non-capital improvement contracts, leases, or agreements to which the agency is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services such as the purchase of gas, fuel oil, and annual purchases of inventory-maintained items. See also “CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY” and “BARGAINING RECORDS.”
RETENTION:
a) Record copy. 5 fiscal years after completion or termination of contract/lease/agreement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

COST CONTAINMENT REPORTS  (Schedule GS4 Item 20)
This record series consists of Cost Containment and Prior Year Actual Reports submitted by a medical provider to AHCA, formerly called the Hospital Cost Containment Board, in compliance with the Florida Hospital Uniform Reporting System. These reports are required under F.A.C. Rule 59E-5.103.
RETENTION:
a) Record Copy. 5 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

COUNSEL ON DENTAL EDUCATION ANNUAL SURVEYS  (Schedule 125 Item 24)
This series consists of annual surveys of the College of Dentistry for the Counsel on Dental Education. These surveys are undertaken voluntarily, and are not used in the audit or accreditation process.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

COURSE AND PROGRAM RECORDS  (Schedule GS5 Item 50)
This record series consists of course descriptions, outlines, program documentation, policies, plans for use of special media, outside instructional materials, sampling of student evaluation tools, and other actions related to each course and program.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION  (Schedule GS1-SL Item 337)
This record series consists of releases or other documentation authorizing the agency to publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE (Schedule GS1-SL Item 17)
This record series consists of routine correspondence and memoranda of a general nature that are associated with administrative practices but that does not create policy or procedure, document the business of a particular program, or act as a receipt.
RETENTION:
a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT (Schedule GS1-SL Item 338)
This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. These records may have archival value.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DAILY CASH LEDGERS (Schedule 114 Item 4)
This series consists of hand posted ledgers documenting daily cash sales.
RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DAILY OPERATIONS RECORDS (Schedule 139 Item 5)
This series contains a daily record of plant equipment readings, and consists of, but is not limited to, trickling filter information, contact stabilization plant readings, digester information, drying plant records, chlorine contact, and sludge depth. This series also includes flow gauge charts.
RETENTION:
a) Record copy. 3 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DAILY SERVICE CHARGE TICKETS (Schedule 114 Item 5)
This series consists of the charge tickets for services rendered, includes name of patient, address, total charge, and balance due.
RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DEATH CERTIFICATES (Schedule GS4 Item 22)
This record series consists of death certificates. The record (master) copy should be filed with the state registrar of vital statistics or county health officer. The duplicate should be files I the patient’s medical file. This series may have archival value.
RETENTION:
a) Record copy. Permanent; microfilm optional.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DECENTRALIZED REFUNDS (Schedule 169 Item 20)
This series consists of refunds for Academic Enrichment Fund money from departments of Ophthalmology, Radiation Therapy, and Family Practice. These departments process their own billings.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
DEFERRED COMPENSATION REPORTS  
(Schedule GS1-SL Item 339)  
This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees’ contributions or account activities.  
RETENTION:  
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DELIVERY ROOM LOGS  
(Schedule GS4 Item 23)  
This record series consist of a log detailing in chronological order the names of who utilized the delivery room and when. The log then cross references this information with patient identification number for tracking and billing purposes. These logs are primarily paper-based, although a more sophisticated form could exist in a computerized environment.  
RETENTION:  
a) Record copy. 10 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DEMOGRAPHIC UPDATE FORM  
(Schedule UF 187 Item 25)  
This series consists of forms which allow specific high level data to be changed, i.e. months of prior services, terminal leave payments, terminated status, LKL, etc., to the Central Leave System.  
RETENTION:  
a) Record copy. Maintained at Division of Human Resources. 3 years after change verified.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DEPARTMENT OF COMMUNITY DENTISTRY, CHAIRMAN’S FILES  
(Schedule 125 Item 26)  
This series contains records related to the activities of the Department of Community Dentistry, including files on the department’s rural dental clinics, as documented in the papers of the departmental chair.  
RETENTION:  
a) Record copy. 3 years, then offer to University Archives.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DEPOSIT TRANSMITTAL FORMS  
(Schedule UF 187 Item 27)  
This record series consists of transmittal forms which are used to deposit money into university accounts.  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released. Maintained by Finance & Accounting.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DIETARY RECIPE RECORDS: STANDARDIZED  
(Schedule GS4 Item 28)  
This record series consists of standardized dietary recipe records used in the preparation of patient meals by the kitchen staff. Recipe records may include a nutritional analysis, ingredients list, and serving size notation.  
RETENTION:  
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

DIETITION CONSULTING: INSTITUTIONS  
(Schedule GS4 Item 111)  
This record series consists of annual summaries provided by a nutritionist or dietitian to health care facilities and group homes which do not have a professional on staff. These summaries evaluate the menus, sanitation, policies and procedures, and recommend modifications for the food preparation and service department. 10F-6.010. F.A.C.  
RETENTION:  
a) Record copy. 2 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
DIRECTIVES/POLICIES/PROCEDURES (Schedule GS1-SL Item 186)
This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures which outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, and correspondence and memoranda stating the policies and procedures to be followed by employees. **These records may have archival value.**

**RETENTION:**

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

DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST (Schedule GS5 Item 51)
This record series consists of the official management statements of policy from the president’s or provost’s office for the university and the operating procedures which outline the methods for accomplishing the functions and activities assigned to each department. It includes all memoranda and correspondence generated relating to the policies and procedures which are to be followed by employees. **These records may have archival value.**

**RETENTION:**

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

DISASTER PREPAREDNESS DRILL RECORDS (Schedule GS1-SL Item 259)
This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3) (b), F.S., requires state agencies to include in their disaster preparedness plans “schedules and procedures for periodic tests, training, and exercises.” Section 252.38, F.S., authorizes counties and municipalities to “develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program.

**RETENTION:**

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

DISASTER PREPAREDNESS PLANS (Schedule GS1-SL Item 210)
This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Florida Statutes s. 252.365 requires state agencies to develop and maintain “a disaster preparedness plan that is coordinated with the applicable local emergency-management agency…” Section 252.38, F.S., authorizes counties and municipalities to “develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program.” **These records may have archival value.**

**RETENTION:**

a) Record copy. 5 fiscal years after superseded or becoming obsolete.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
DISBURSEMENT RECORDS: DETAIL (Schedule GS1-SL Item 340)
This record series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptance of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, checks, canceled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also “DISBURSEMENT RECORDS: SUMMARY,” PURCHASING RECORDS,” and “TRAVEL RECORDS.”
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISBURSEMENT RECORDS: SUMMARY (Schedule GS1-SL Item 341)
This record series consists of records providing summary of aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation.
RETENTION:
a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISCIPLINARY CASE FILES: EMPLOYEE (Schedule GS1-SL Item 98)
This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witness, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. “Formal Discipline” is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. “Informal discipline” is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records as filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also “EMPLOYEE CONDUCT COUNSELING RECORDS,” “PERSONNEL RECORDS” items, and “STAFF ADMINISTRATION RECORDS.”
RETENTION:
a) Record copy. 5 anniversary years after final action.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (FINAL ACTION) (Schedule GS5 Item 52)
This record series consists of final action minutes of the discipline committee, student court, correspondence, and other supporting documents.
RETENTION:
a) Record copy. 5 years after matriculation.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE) (Schedule GS5 Item 53)
This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a major offense.
RETENTION:
a) Record copy. Retain until posted to permanent record.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)  
This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a minor offense.

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

DONATION RECORDS  
This record series documents donations of funds, property, historical documents, artifacts, or other items to a public agency or institution. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also “ENDOWMENTS/DEQUESTS/TRUST FUND RECORDS.”

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

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

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

DRIED SLUDGE SAMPLE REPORT – SEWAGE TREATMENT  
This series contains quarterly analysis reports made by an independent laboratory on sludge samples. Reports are with the State Department of Environmental Resources and the Alachua County Health Department.

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

DROP/ADD RECORDS  
This record series consists of drop/add cards, submitted by students for the purposes of dropping and/or adding classes. This is not to be confused with withdrawal records. See also “WITHDRAWAL RECORDS.”

RETENTION:
a) Record copy. 1 semester after posted.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
DRUG TEST CASE FILES (Schedule GS1-SL Item 260)
This record series documents drug testing of individuals under Florida’s Drug-Free Workplace Act or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing or verifying the existence of a medical explanation of the liability of the driver to provide adequate breath or a urine specimen for testing; the employer’s copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee’s refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to s. 112.0455(7) and (8), F.S. (Florida Drug-free Workplace Act, types of testing and testing procedures), s. 443.1715(3)(b), F.S. (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).
RETENTION:
a) Record copy. 5 anniversary years after final action.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST EQUIPMENT RECORDS (Schedule GS1-SL Item 261)
This record series consists of records documenting compliance with calibration and other requirements for the use of the evidential breath testing device (EBT). The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40 (Procedures for Transportation Workplace Drug Testing Programs) and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).
RETENTION:
a) Record copy. 5 anniversary years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST PROGRAM ADMINISTRATION RECORDS (Schedule GS1-SL Item 262)
This record series documents the administration of an alcohol and controlled substance testing program under Florida’s Drug-Free Workplace Act or as required for Commercial Drivers License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer’s policy, and copies of testing policies and procedures. Refer to 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention) and 49CFR382.403 (Reporting of Results in a Management Information System).
RETENTION:
a) Record copy. 5 anniversary years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

DUAL EMPLOYMENT AND COMPENSATION RECORDS (Schedule UF 223 Item 1)
This record series consists of Dual Employment and Compensation Forms filed by employees requesting dual compensation from another UF appropriation or another state university. Includes name, information on primary and secondary employment, duties to be performed in secondary employment, and authorized signatures of primary and secondary employers. This form must be renewed on a fiscal year basis.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EDUCATIONAL AND GENERAL UTILITIES (Schedule 139 Item 32)
This series consists of hand posted records of meter readings, consumption computations, utility agreements, and billings to customers.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
**EKG/EEG/FETAL HEART MONITOR STRIPS**
(Schedule GS4 Item 118)
This record series consists of the actual strips generated by various vital sign monitors and testing devices where a report or interpretation has been recorded in the patient medical record. This series does NOT apply to strips generated where no report of their content is contained within the patient’s medical file. In those cases the strips would take the retention of the patient medical record.

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

**ELECTRONIC FUNDS TRANSFER RECORDS**
(Schedule GS1-SL Item 264)
This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between two parties; a form which lists both institutions’ names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, s. 95.11(3)(j), F.S.

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

**ELECTRONIC COMMUNICATIONS**
There is no single retention period that applies to all electronic messages or communications, whether they are sent by e-mail, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), or any other current or future electronic messaging technology or device. **Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted.** Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, might fall under the “TRANSITORY MESSAGES” series.

**ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION**
(Schedule GS1-SL Item 231)
This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

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

**EMPLOYEE ASSISTANCE PROGRAM RECORDS**
(Schedule GS1-SL Item 269)
This record series consists of documents related to the services received by employees through an agency-sponsored employee assistance program. These programs provide employees with information, treatment, and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to s. 112.0455(5) (I), F.S., for definition of Employee Assistance Program, and s. 110.1091(2), F.S., for confidentiality requirement.

**RETENTION:**
- a) Record copy. 2 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
EMPLOYEE COMPENSATION REQUEST RECORDS: A&P/USPS (Schedule UF 231 Item 2)
This series consists of forms documenting employee requests for special pay increases and bonuses.
RETENTION:
- a) Record copy. 3 fiscal years provided applicable audits have been released and no litigation is pending.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EMPLOYEE CONDUCT COUNSELING RECORDS (Schedule GS1-SL Item 206)
This record series documents initial coaching or counseling of an employee regarding performance or behavior issues which may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee’s disciplinary case file.
RETENTION:
- a) Record copy. 1 anniversary year after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EMPLOYEE FEE WAIVER RECORDS (Schedule GS5 Item 55)
This record series consists of waiver forms on tuition given to university employees.
RETENTION:
- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EMPLOYMENT APPLICATION AND SELECTION RECORDS (Schedule GS1-SL Item 24)
This record series consists of all records which document the selection process and justify the selection decision, including but not limited to the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and resumes for employment, including and demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants’ ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. Documentation (original or copies) regarding hired candidates should be transferred to the employee’s official personnel file.
See sections 110.211 and 110.213, F.S., governing recruitment and selection in state employment; section 760.11, F.S., Administrative and civil remedies; construction, outlining discrimination grievance procedures, including for employment discrimination allegations; and Rule 60L-29 through 60L-39, F.A.C., Personnel Rules.
RETENTION:
- a) Record copy. 4 anniversary years after personnel action and any litigation is resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ENCUMBRANCE/CERTIFICATION RECORDS (Schedule GS1-SL Item 20)
This record series consists of reports and other documentation detailing funds that have been encumbered, i.e., set aside, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.
RETENTION:
- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS (Schedule GS1-SL Item 211)
This record series documents the creation of, contributions to, or expenditures from endowments, bequests, and trust funds. These records may have archival value.
RETENTION:
- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ENERGY SURVEY REQUEST RECORDS: ENERGY RELATED TASKS – WORK FILES (Schedule 139 Item 9)
This series contains records of energy survey requests by different departments and divisions to confirm that a state and federal energy requirements are being met. Consists of, but is not limited to, survey requests, survey findings, record of temperature/humidity levels in a 24-hour cycle, recommendations, work orders, memos, and requisitions.
RETENTION:
a) Record copy. 3 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ENGINEERING RECORDS: INFRASTRUCTURE (Schedule GS1-SL Item 344)
This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure.
RETENTION:
a) Record copy. Retain for life of structure/element.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS (Schedule GS1-SL Item 167)
This record series consists of records documenting an agency’s compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, and supporting documents.
RETENTION:
a) Record copy. 5 fiscal years after completion of project provided applicable audits have been released.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS (Schedule GS1-SL Item 103)
This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting requirements. Retention is pursuant to Statute of Limitations, s. 95.11(3), F.S.
RETENTION:
a) Record copy. 4 anniversary years after final action provided applicable audits have been released and resolved.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EQUIPMENT LOGS – STEAM CHILLED WATER (Schedule 139 Item 10)
This series contains records of the amount of steam generated, gas and water used, plus daily operational adjustments made, and equipment malfunctions.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EQUIPMENT REFERENCE FILES (Schedule GS1-SL Item 223)
This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, and other records documenting equipment characteristics and operations.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
EQUIPMENT/VEHICLE MAINTENANCE RECORDS (Schedule GS1-SL Item 104)
This record series documents service, maintenance, and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series.
RETENTION:
a) Record copy. 1 fiscal year after disposition of equipment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EQUIPMENT/VEHICLE USAGE RECORDS (Schedule GS1-SL Item 224)
This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation.
RETENTION:
a) Record copy. 1 calendar year.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ERROR/CORRECTION REPORT (Schedule 228 Item 1)
This series consists of a computer generated report listing information input but not processed due to wrong information entered, or computer error, and also includes reports listing corrections of the errors.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

EXAMINATIONS (Schedule 187 Item 32)
This series consists of the actual exams of individuals who attended classes that lead towards certification or graduation. The grades are posted to the student record.
RETENTION:
a) Record copy. 1 year after class completed provided no appeal is pending.

EXAMS – GRADUATE (Schedule 162 Item 22)
This series consists of all types of completed graduate exams. These exams are retained in the departments after they are completed by students. Results of the exams are posted to the permanent student record.
RETENTION:
a) Record copy. 7 years after test administered.

EXAMINATION MATERIALS: NON-STANDARDIZED (STUDENT) (Schedule GS5 Item 56)
This record series consists of materials necessary to administer non-standardized examinations and tests to facilitate measuring student’s performance or level of acquired knowledge. This records series includes those tests administered by the teacher.
RETENTION:
a) Record copy. 1 semester after expiration of appeal process.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EXAMINATION MATERIALS: STANDARDIZED (STUDENT) (Schedule GS5 Item 57)
This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student’s performance or level of acquired knowledge. This records series also includes those tests administered by the teacher.
RETENTION:
a) Record copy. 3 fiscal years provided test scores posted to permanent record.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
EXCHANGE VISITOR PROGRAM RECORDS
This series consists of records documenting the participation of J-1 Visa foreign faculty members and research scholars in the U.S. Information Agency’s Exchange Visitors Program. This series may include, but is not limited to the Certificate of Eligibility (IAP-66) and any supporting documentation. Retention is consistent with 22 CFR 514.10(h).
RETENTION:
a) Record copy. 3 calendar years after the expiration of the program, including any extensions granted.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EXEMPTION: CONFLICT OF INTEREST
This record series consists of Conflict of Interest Exemption information and may include but is not limited to name of employee seeking exemption, department, academic rank, period for which exemption is sought, name and address of business entity, activities, financial interest, and position within business entity.
RETENTION:
a) Record copy. Maintained by Division of Sponsored Research/Office of Technology, Research and graduate Education. 5 years after termination of employment provided applicable audits have been released and no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EXPENDITURE PLANS: CAPITAL IMPROVEMENT
This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project’s completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. “Capital Improvements” shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g. major repairs such as roof replacement), or removal of closed structures. These records may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EXPULSION RECORDS: STUDENT
This record series consists of suspension notices stating the reasons therefore, investigative reports, notice of hearing, transcript, recommendations, and final outcome.
RETENTION:
a) Record copy. 5 years after graduation, transfer or withdrawal.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

EXHIBIT REPORTS
This record series consists of exhibit reports from various vendors and includes where the book was exhibited.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

EXPOSURE RECORDS
This record series consists of records documenting the exposure of an employee to a blood pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees Material Safety Data Sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to Employee Exposure and Medical Records, and 29CFR1910.1030, Blood borne Pathogens.
RETENTION:
a) Record copy. 30 anniversary years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
FACULTY ASSIGNMENT REPORTS  (Schedule GS5 Item 58)
This record series consists of computer generated reports issued each semester documenting faculty workload in instruction and/or research.

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

FACULTY COURTESY APPOINTMENT FILES  (Schedule UF 187 Item 34)
This record series contains records documenting faculty courtesy appointments to the various colleges.

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

FACILITY RESERVATION/RENTAL RECORDS  (Schedule GS1-SL Item 270)
This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, RV hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter’s, renter’s address and telephone number, method of payment, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. The records might also provide a check number, corresponding receipt number, and deposit information.

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

FALSE ALARM RECORDS  (Schedule GS1-SL Item 345)
This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related 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.

FEASIBILITY STUDY RECORDS  (Schedule GS1-SL Item 106)
This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas which are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the “Project Files” items. These records may have archival value.

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

FEDERAL ENERGY CONSERVATION GRANT RECORDS  (Schedule 139 Item 12)
This series contains records related to Federal Energy Conservation Grants requested and received by the University. Consists of, but is not limited to, preliminary energy audits and engineering studies for proposed energy conservation building modification projects, as well as historical files on grant awards.

RETENTION:
a) Record copy. 3 fiscal years after last transaction provided applicable audits have been released. Prior to destruction offer to the University Archives.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS (Schedule GS1-SL Item 157)
This series consists of tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 840, 941-E, 1096, 1099, 1099-INT, and UCT-6. Retention period is pursuant to 26CFR31.6001-1(e) (2), Place and Period for Keeping Records.
RETENTION:
a) Record copy. 4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

FEE COLLECTION REPORTS (Schedule GS5 Item 59)
This record series consists of fee statements and amounts collected from the students. Report includes all pertinent financial transactions made by the students for registration in the college.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FEE/SERVICE SCHEDULES (Schedule GS1-SL Item 271)
This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.
RETENTION:
a) Record copy. 3 fiscal years after obsolete or superseded.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINAL ORDER RECORDS (Schedule GS1-SL Item 67)
This record series consists of all final agency orders, a current final orders hierarchical subject-matter index, a list of all final orders not required to be indexed, and supporting documents such as notices, pleadings, motions, and immediate rulings; evidence received or considered; a statement of matters officially recognized; questions and proffers of proof and objections and rulings thereon; proposed findings and exceptions; any decision, opinion, proposed or recommended order; or report by the officer presiding at the hearing and all staff memoranda or data submitted to the hearing officer during the hearing or prior to its disposition, after notice of the submission to all parties. “Final order” is defined in s. 120.52, F.S., as “a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574 which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filling on the order. “The permanent retention is pursuant to s. 120.53(3), F.S. See also “MINUTES: OFFICAL MEETINGS.” For Chapter 162, F.S., proceedings, see “CODE ENFORCEMENT HEARING CASE FILES.”
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINAL TEST REPORTS: PATHOLOGY (Schedule GS4 Item 85)
This record series consists of the legally reproduced copies of each test result and preliminary reports on pathology testing. This series is specific to pathology, histology, and cytology records. Documentation includes all the information recorded on the test requisition plus the specimen’s accession number, the date and time the lab received the specimen, the condition and disposition of samples which do not meet the lab’s acceptance standards, the records and dates of performance of each step in the patient testing leading to and including the final report. 42 CFR 493.1101.
RETENTION:
a) Record copy. 10 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
FINANCIAL ACCOUNT AUTHORIZATION RECORDS (Schedule GS1-SL Item 84)
This record series consists of an authorization to maintain a bank, investment, or other financial account and the names of those authorized to access the account. See also “SIGNATURE AUTHORIZATION RECORDS.”
RETENTION:
  a) Record copy. 5 fiscal years after authorization superseded, expired, or cancelled provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

FINANCIAL HISTORY SUMMARY RECORDS (Schedule GS1-SL Item 347)
This record series consist of records providing a periodic summary of an agency’s receipts and disbursements over the course of an agency’s history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.
RETENTION:
  a) Record copy. Permanent
  b) Duplicates: Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL AID RECORDS (Schedule GS5 Item 60)
This record series consists of student applications, award computations, acceptance letters, student assignments and evaluations.
RETENTION:
  a) Record copy. 5 years after last enrollment provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL OBLIGATION CLEARANCE RECORDS (Schedule GS5 Item 10)
This record series consists of forms that are maintained by the Learning Resource Center and are completed whenever students are cleared of their library fine. After clearance, the forms are sent to the Registrar’s Office so that the hold can be lifted from the student’s file.
RETENTION:
  a) Record copy. 3 years after clearance provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL RECORDS: ARTIFICIAL TEETH REQUEST (Schedule 217 Item 4)
This series consists of the requisition form for artificial teeth, and includes name of requestor, date, number and type of teeth.
RETENTION:
  a) Record copy. 3 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL RECORDS: GOLD ISSUE/RETURN (Schedule 217 Item 1)
This series consists of forms documenting the issuance and return of gold to dental students. Includes types of gold and amount issued, plus amount returned. If there is more than a 10% loss, the student is charged for that loss.
RETENTION:
  a) Record copy. 3 fiscal years after student graduates provided applicable audits have been released.
  b) Duplicates, Retain until obsolete, superseded, or administrative value is lost.

FINANCIAL RECORDS: GOLD LOGS (Schedule 217 Item 2)
This series consists of log sheets documenting each issuance and return of gold. Includes, but is not limited to, issue slip number, date, patient name, type of gold, amount issued, type of casting procedure, amount returned, receipt number, tooth number, amount casting weighed, and amount charged to student if necessary.
RETENTION:
  a) Record copy. 3 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
FINANCIAL RECORDS: GOLD EXCHANGE  
This series consists of correspondence, type of scrap gold, amount/grams being sent, and what exchanged for, plus amount issued, type of gold, and size of package received. Scrap gold is exchanged to Williams Dental for gold pieces.

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

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

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

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

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

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

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

FOREIGN FACULTY/SCHOLAR RECORDS  
This series consists of records documenting the nonimmigrant status of foreign faculty members and post-doctoral associates, which may include individuals under H-1B, O-1, TN-1, and Tn-2 Visa. This series may include, but is not limited to the Labor Condition Application, petition for status, letter of offer, vitae, letters of recommendation, and other required supporting documentation. Retention is consistent with 20 CFR 655.760(5) (c).

RETENTION:
a) Record copy. 3 calendar years after expiration of INS approved status, including any extensions granted.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS  
This record series consists of application, transmittal sheets, correspondence and test results. The Permanent record/diploma is retained by the Department of Education. The retention period is pursuant to Florida Administrative Code Rule 6A-14.051.

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

GRADE RECORDS: DATA INPUT FORMS  
This record series consists of instructor grade reports, grade sheets, and grade changes that are used to create and update the students’ transcripts.

RETENTION:
a) Record copy. 1 semester provided posted to Student record.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
GRANT FILES: GRANTOR AGENCY  
This record series documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all grant applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative, and financial reports submitted by recipient agencies; and supporting documentation. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. See also “GRANT FILES: RECIPIENT,” “PROJECT FILES: FEDERAL,” and “PROJECT FILES: NON-CAPITAL IMPROVEMENT.”

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

GRANT FILES: RECIPIENT  
This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements. See also “GRANT FILES: GRANTOR AGENCY,” “PROJECT FILES: FEDERAL,” and “PROJECT FILES: NON-CAPITAL IMPROVEMENT.”

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

GRANT FILES: UNFUNDED APPLICATIONS  
This series consists of a grant applicants unfunded grant application. The series may include, but is not limited to, copies of applications, modifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. See also “GRANTFILES: RECIPIENT,” “PROJECT FILES: FEDERAL,” and “PROJECT FILES: NON-CAPITAL IMPROVEMENT.”

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

GRANT MANAGEMENT FILES  
This series contains award notices, grant copies, progress and final reports, and fiscal records related to university grants. Unless the grant is funded directly by or to Student Government, the master record will be maintained by Sponsored Research and the Division of Contracts and Grants.

RETENTION:
a) Record copy. Grants funded by or to Student Government – 3 fiscal years after termination of grant.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

GRIEVANCE FILES  
This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work-related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), F.S., outlines the grievance for state agency career service employees.

RETENTION:
a) Record copy. 3 fiscal years after settlement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
GUNSHOT WOUND REPORTS: HOSPITAL COPY  (Schedule GS4 Item 128)
This record series consists of a report made by any physician, nurse, or employee thereof, who knowingly treats any person suffering from a gunshot wound or other wound indicating violence or receives a request for such treatment. This report is made to the county where the request for treatment is placed or care is rendered. The record copy is retained by the medical provider. The sheriff’s copy is scheduled in the GS2 for Law Enforcement Agencies.
RETENTION:
a) Record copy. 30 days.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE  (Schedule GS1-SL Item 350)
This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee’s name; social security number; hepatitis B Vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional’s written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, and chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to Employee Exposure and Medical Records; and 29CFR1910.1030, Bloodborne Pathogens.
RETENTION:
a) Record copy. 30 years after termination, retirement, or separation from employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

HEALTH QUESTIONAIRE FORMS  (Schedule 114 Item 11)
This series consists of health questionnaire prepared by each incoming student.
RETENTION:
a) Record copy. 7 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

HEATING AND COOLING EXEMPTIONS  (Schedule 139 Item 14)
This series contains a record of requests for exemptions to federal and state energy consumption requirements. Consists of, but is not limited to, exemption applications, exemption certificates (original posted in exempted building or area) and surveys data for both permanent and temporary exemptions.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS  (Schedule GS1-SL Item 324)
This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103). Per 45CFR164.104 (a)(2)(iii)(C), “The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation…” Retention is pursuant to 45CFR164.105(c)(2). See also “PROTECTED HEALTH INFORMATION” items.
RETENTION:
a) Record copy. 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.
HIPAA STANDARDS IMPLEMENTATION RECORDS
This record series consist of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information requires under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b). Retention is pursuant to 45CFR164.316(b)(2). See also “PROTECTED HEALTH INFORMATION” items.
RETENTION:
a) Record copy. 6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

HOSPITAL DENTAL SERVICE FILES
This series consists of operating privileges for faculty in College of Dentistry.
RETENTION:
a) Record copy. 1 year after termination of privilege.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

HUMAN SUBJECT REPORTS
This series consists of reports on the use of Human Subjects associated with grant proposals. Before a grant proposal is submitted, the principal investigator must file reports listing the use and tests which will be done on Human Subjects, along with reasons for such tests. This report is then reviewed by the Human Subject Board, and if passed, a form is submitted along with the grant proposal to the Division of Sponsored Research.
RETENTION:
a) Record copy. Permanent – Maintained by the Institutional Review Board.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

IDENTIFICATION RECORDS: FEE PAID
This record series consists of identification cards and photographs for all employees and students which may include the employee’s name, date of birth, height, weight, sex, agency head’s name and agency being represented by the employee and the fee is paid.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

IDENTIFICATION RECORDS: NO FE PAID
This record series consists of identification cards and photographs for all employee’s and students which may include the employee’s name, date of birth, height, weight, sex, agency head’s name and agency being represented by the employee and no fee is paid.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Retain until obsolete, supersede, or administrative value is lost.

INCIDENT RECORDS
This record series consists of a report of an unusual incident which is recorded by a witness to the incident in a formal manner such as a log, event book, incident form, etc. The incident report includes: time, date, and location of the event; the nature of the incident; the persons involved and names of witnesses; a description of the events which took place; the time police, security, EMS, or the fire department was called and by whom; the supervisor on duty; the types of equipment used and by whom; and remarks on whether follow-up by the next shift is necessary. This series may be used to report security or injury incidents or to note disturbances in the work place such as fire alarms, roof leak, computer and power outages, car alarms, and other events. See also “RISK MANAGEMENT REPORTS: INTERNAL.”
RETENTION:
a) Record copy. 7 calendar years after incident.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
INCIDENT REPORT FILES (Schedule GS1-SL Item 241)
This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring attention. Retention is pursuant to Florida’s Statute of Limitations, s. 95.11, F.S. See also “INJURY RECORDS.”
RETENTION:
a) Record copy. 4 anniversary years from date of incident.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INFECTION CONTROL PROGRAM: REPORTS (Schedule GS4 Item 74)
This record series consists of surgical infection investigation reports, training course content and the review and evaluation of all septic, isolation, and sanitation techniques used in the medical facility. Also included in this series are reports on an employee who may have or has been exposed to a communicable disease, their work restrictions, and estimated date of reinstatement. These reports are part of the agency’s attempt to identify, report, evaluate, and maintain records of infections. 59A-3.125, F.A.C. See also “RISK MANAGEMENT REPORTS: INTERNAL.”
RETENTION:
a) Record copy. 5 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INFORMATION REQUEST RECORDS (Schedule GS1-SL Item 23)
This record series consists of correspondence accumulated in answering inquiries from the public. The series may include requests for publications or services provided by the agency; inspection and/or copies of public records; confirmation of meeting or event times/dates/locations; information on outstanding liens; and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).
RETENTION:
a) Record copy. 1 fiscal year provided applicable audits have been released.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

INJURY RECORDS (Schedule GS1-SL Item 188)
This record series consists of investigations, logs, and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 310, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers’ Compensation claims, see also “WORKERS’ COMPENSATION RECORDS.” Retention pursuant to OSHA’s recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational injuries and illnesses – Retention and Updating. See also “INCIDENT REPORT FLIES.”
RETENTION:
a) Record copy. 5 calendar years.
b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

IN-SERVICE EDUCATION RECORDS (Schedule GS5 Item 14)
This record series consists of component name and I.D., objectives, description, evaluation, budget, participants, and performance records. See also “TRAINING RECORDS INSTRUCTOR.”
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
INSPECTIONS: RADIOLOGY SECTION
(Schedule GS4 Item 101)
This record series consist of the results of a federal, state, or consulting physicist’s inspection of the radiological services section, as well as the records of any actions taken to correct the identified deficiencies. 59A-2.228, F.A. C.
RETENTION:
a) Record copy. 2 years after compliance.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSPECTION RECORDS: FIRE/SECURITY/SAFETY
(Schedule GS1-SL Item 193)
This record series consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety and security. Retention pursuant to Florida’s Statute of Limitations, s. 95.11, F.S.
RETENTION:
a) Record copy. 4 calendar years after inspection provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSPECTION REPORTS: FIRE EXTINGUISHER
(Schedule GS1-SL Item 219)
This record series consist of annual fire extinguisher inspection reports by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(e)(3) relating to portable fire extinguishers.
RETENTION:
a) Record copy. 1 anniversary year or life of equipment, whichever is sooner.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSPECTOR’S ROUTE SHEETS: DAILY
(Schedule GS1-SL Item 277)
This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. NOTE: This record may also be part of the building permit 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.

INSTITUTIONAL RESEARCH REPORTS
(Schedule GS5 Item 15)
This record series consist of copies of institutional research reports generated by the college. Contains complete file on each research project and report. In addition, provides reports prepared routinely and by specific request to provide information about the institution and its students. These records may have archival value.
RETENTION:
a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSTRUCTOR EVALUATIONS
(Schedule GS5 Item 68)
This record series consists of evaluations of faculty members completed by students each term.
RETENTION:
a) Record copy. 1 semester after submitted.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSURANCE FOLDERS
(Schedule 125 Item 37)
This series consists of, but is not limited to enrollment cards, correspondence, payments for family coverage, and a listing of vital statistics of employees. This applies only to clinical faculty with practice privileges in the College of Dentistry.
RETENTION:
a) Record copy. 5 calendar years after expiration of policy or 5 fiscal years after final disposition of last claim provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
INSURANCE PAYMENT REPORTS
This series consists of statements of payment of patient charges by insurance companies.
RETENTION:
a) Record copy. 5 fiscal years after final disposition of last claim provided applicable audits have been released and no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INSURANCE RECORDS: AGENCY
This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, etc., on an agency’s property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates.
RETENTION:
a) Record copy. 5 fiscal years after final disposition of claim or expiration of policy provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INTERN SUPERVISOR PARTICIPATION CERTIFICATES
This record series consists of Internship Participation Certificates issued by the Board of Regents to be awarded to persons who supervise interns or student teachers. Once issued, the certificate may be used at any of the nine SUS schools and entitle bearer to one “free” term of instruction. The certificate is valid for six years from the date of issuance.
RETENTION:
a) Record copy. 6 fiscal years after issued.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INVENTORY: AGENCY PROPERTY
This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies which may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplused, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, F.S., requires an annual physical inventory of all O.C.O. property.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

INVENTORY: AGENCY RECORDS
This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microfilm, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may include documentation of transmittal of records to an offsite storage facility.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
INVENTORY RECORDS: DRUG  
(Schedule GS4 Item 127)
This record series consists of all required inventories pertaining to drugs held by health care providers, including pharmacists and EMS units. This series contains records for controlled substances classifications I, II, III, IV, and V, and applies to practitioners, institutions, and pharmacies. In the case of an EMS unit, inventories of each controlled substance placed on or removed from the vehicle are conducted at the beginning and ending of each shift. A written log with consecutive and permanently numbered pages accompanies the inventory. The log shall specify: the vehicle number; the name of the employee conducting the inventory; the date and time of the inventory; the name, weight, volume or quantity, and expiration date of each substance; the run number if applicable; each amount administered; the printed name and signature of the administering paramedic or other authorized licensed official; and the printed name and signature of persons witnessing the disposal of unused portions. Pharmacies should maintain an inventory of all substances received which shows the date receipt, the name and address of the sender, and the kind and quantity of controlled substances received. Pharmacies must record all controlled substances sold, administered, dispensed, or otherwise disposed of, including the date of sale, administration, or dispensing. This record should also include the correct name and address of the person to whom dispensed, or the owner and species of animal for which sold, administered, or dispensed. Documentation and inventorying of all out-dated drugs, their segregation from all other drugs, and either their return to the manufacturer or distributor or their destruction are also part of this record series. 499.0121 and 893.07, F.S. and 21 CFR 1304.04.

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

INVENTORY: SEALED RADIATION SOURCES  
(Schedule GS4 Item 115)
This record series consists of the results of quarterly physical inventories which account for all sealed sources received or possessed under an appropriate license. This series details the quantities and kinds of radioactive material, the location of sealed sources, the date of the inventory, and the name of the staff member conducting the inventory. 10D-91.508, F.A.C.

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

INVESTIGATIVE RECORDS  
(Schedule GS1-SL Item 351)
This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated or released by the Office of the Inspector General of any agency. The series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to ss. 14.32, 20.055, 112.3187-31895, and 110.07(6)(w), F.S. See also “WHISTLE BLOWER INVESTIGATIVE RECORDS.”

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

INVESTMENT RECORDS  
(Schedule GS1-SL Item 278)
This record series consists of records related to the selection and maintenance of a government’s investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. These records may have archival value.

RETENTION:
a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
LAND DEVELOPMENT AND PLANNING PROJECT FILES (Schedule GS1-SL Item 352)
This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS (Schedule GS1-SL Item 353)
This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecast, and aspects of local government planning.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LAND PROPERTY RECORDS (Schedule 139 Item 16)
This series is a record of leases and deeds held by the university, plus transfer records and easements. Includes records on property holdings throughout the state.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LEAVE APPLICATIONS: GRANTED (PROFESSIONAL DEVELOPMENT) (Schedule UF 227 Item 5)
This record series consists of correspondence, applications, and reports of accomplishment for those faculty who are granted sabbaticals. All fiscal records are kept at the Academic Affairs Personnel Office, and the Notice of Appointment and copy of the award letter are kept in the master personnel file at Personnel Services.
RETENTION:
  a) Record copy. 1 year after report of accomplishment filed provided no litigation is pending.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LEAVE APPLICATIONS: DENIED (PROFESSIONAL DEVELOPMENT) (Schedule UF 227 Item 6)
This record series consists of correspondence, applications, and reports of accomplishment for those faculty who are denied sabbaticals. All fiscal records are kept at the Academic Affairs Personnel Office, and the Notice of Appointment and copy of the award letter are kept in the master personnel file at Personnel Services.
RETENTION:
  a) Record copy. 1 year after application denied provided no litigation is pending.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS SERVICE) (Schedule GS5 Item 71)
This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with less than 10 years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE.
RETENTION:
  a) Record copy. 5 calendar years after termination.
  b) Duplicates. Retain until obsolete, Superseded, or administrative value is lost.

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LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE SERVICE) (Schedule GS5 Item 70)
This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with ten or more years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE.
RETENTION:
a) Record copy. 25 years after separation or termination of employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (Schedule GS1-SL Item 253)
This record series consist of the “certificate of competency” license issued to licensed contractors by the local governing authority’s jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants’ experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to Florida Statutes, sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and insurance; and 553.792 regarding building permit applications to local government.
RETENTION:
a) Record copy. 3 fiscal years after the file is closed due to non-renewal and/or revocation of license provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) (Schedule GS1-SL Item 254)
This record series consist of a “certificate of competency” license for a temporary licensed contractor, applying for a current certificate of competency issued by the “local governing authority’s” jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency which includes documentation of applicants’ experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to Florida Statutes, sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and insurance; and 553.792 regarding building permit applications to local government.
RETENTION:
a) Record copy. 1 anniversary year after expiration, revocation, or denial of license provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LITIGATION CASE FILES (Schedule GS1-SL Item 27)
This record series consists of legal documents, notes, reports, background material, etc., created or received in preparing for or engaging in litigation of legal disputes.
RETENTION:
a) Record copy. 5 years after case closed or appeal process expired provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

LOST AND FOUND RECORDS (Schedule GS1-SL Item 354)
This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, detailed description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
MAIL: REGISTERED AND CERTIFIED
(Schedule GS1-SL Item 47)
This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency’s copy of the item mailed.

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

MAIL: UNDELIVERABLE/RETURNED
(Schedule GS1-SL Item 1)
This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc. It does NOT include returned registered or certified mailings.

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

MAILING LISTS
(Schedule GS1-SL Item 29)
This record series consists of mailing lists used in agency mail outs. Mailing lists that fall under s. 283.55, F.S., Purging of Publication Mailing List, must be updated and superseded every odd-numbered year.

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

MAINTENANCE/INSPECTION: RADIOGRAPHIC DEVICES
(Schedule GS4 Item 116)
This record series consists of quarterly inspections and maintenance of radiographic devices, storage containers, and source changers to assure proper functioning of these components. Maintenance is in accordance with the manufacturer’s specifications. This series may also show that equipment was removed from service because damage during inspection was noted. This series does not include major repairs, parts replacement, or annual testing. 10D-91.510, F.A.C.

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

MAMMOGRAM FILM: SINGLE VISIT
(Schedule GS4 Item 90)
This record series consists of the x-ray film taken to identify breast cancer in women, provided that this is the ONLY mammogram of the patient at this facility. This retention is for the actual film not the radiologist’s interpretation of film. The interpretation is part of the Patient Medical Record. Retention for the films of patients who have had MORE than one mammogram at the facility are located under item “X-RAY FILMS”. This retention period was set by the federal Mammography Quality Standards Act.

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

MANAGEMENT SURVEYS/STUDIES: INTERNAL
(Schedule GS1-SL Item 30)
This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not include reports prepared by consultants. The final compilation of the data may be produced as a report which may be scheduled under a different record series depending on the nature and depth of the survey/study (for instance, “FEASIBILITY STUDY RECORDS,” “OPERATIONAL AND STATISTICAL REPORT RECORDS,” or “PROJECT FILES” items).

RETENTION:
a) Record copy. 1 calendar year after completion of data collection or release of report, whichever is later.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
MANUALS, DIRECTIVES, PROCEDURES, POLICIES: SUPERSEDED  (Schedule GS4 Item 120)
This record series consists of superseded, out-of-date manuals, policies, directives, procedures, and publications which have created or
impacted medical procedure, policy, or operations in a health care facility. These records demonstrate the operational atmosphere and
give guidance to medical staff on the care and treatment of a patient. These records are vital to malpractice cases as they establish the
conditions under which care was provided. Examples include nursing plans, dietary manuals, and risk management plans. 95.11, F.S.
This series may have archival value.
RETENTION:
a) Record copy. 7 years after superseded.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MAPS: ORIGINAL  (Schedule GS1-SL Item 280)
This series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in
planning and engineering of local infrastructure and include highways, sales, sectional, and geographical survey maps. This series
does not include original maps that are required by statute or ordinance to be filed with the Clerk of Court under ss. 177.111, 177.131,
177.132, or 337.2735, F.S., or with the State Land Office under s. 253.031, F.S.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MASTER PATIENT INDEXES  (Schedule GS4 Item 49)
This record series consist of the patient’s name, patient number, date of birth, date of admission, and the date of discharge, where
applicable. Some institutions may include the patient’s address and the diagnosis as part of the record. This record series may be
entered on the index cards or a computerized system. This series may have archival value.
RETENTION:
a) Record copy. 10 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MEASUREMENTS/CALCULATIONS: ENVIRONMENTAL EXPOSURE  (Schedule GS4 Item 123)
This record series consists of the results of measurements and calculations used to evaluate the release of radioactive effluents into the
environment. These results may be used to correct environmental damage to a specific location. 10D-91.471 F.A.C.
RETENTION:
a) Record copy. 1 year after expiration or termination of facility license.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MEDICAL INSURANCE CLAIMS (Schedule 169 Item 33)
This series consists of, but is not limited to, patient medical claims filed with Medicaid, Medicare, Blue Cross-Blue Shield or other
insurance companies.
RETENTION:
a) Record copy. 5 fiscal years after final disposition provided applicable audits have been released and no litigation is pending –
Maintained at University Physicians
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MEDICAL RECORDS  (Schedule GS1-SL Item 212)
This record series consists of routine health examination records not required for insurance or employment. These may include stress,
blood, and physical tests. Medical records required for insurance should be part of the personnel file.
RETENTION:
a) Record copy. 5 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
MEDICAL RECORDS: VETERAN SERVICES  (Schedule GS1-SL Item 311)
This record series consists of, but is not limited to, duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans.

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

MEDICAL STUDENTS RESEARCH PROGRAM FILES  (Schedule 169 Item 34)
This series consists of a Health Center program giving fellowships to students. Files consist of progress report, applications, and grants received.

RETENTION:
  a) Record copy. 5 years after student graduates or withdraws provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MEDICARE/MEDICAID RECORDS  (Schedule GS4 Item 132)
This record series consists of all financial, administrative and program records associated with Medicare and Medicaid claims, reimbursement, and client activities. 409.907 and .913 F.S.

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

MEDICARE/MEDICAID RECORDS: COUNTY HEALTH DEPARTMENTS  (Schedule GS4 Item 134)
This record series consists of all financial, administrative and program records associated with Medicare and Medicaid claims, reimbursement, and client activities for County Health Departments under the Department of Health. F.A.C. Rule 59G-4.055(7).

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

MEETING NOTICES  (Schedule UF 220 Item 2)
This record series consists of notices of meetings. Often, this series will act as an avenue to set up meetings by coordinating schedules or acting as a reminder of meetings. Formal meeting notices along with attendees, agendas, and minutes will be maintained as a separate series as scheduled in General Records Schedule GS1-SL, Item 32.

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

MEMBERSHIP RECORDS: LIVING WELL PROGRAM  (Schedule UF 226 Item 1)
This record series consists of Living Well Membership Files and may include but is not limited to application, health records, record of when facilities were used, and membership cards.

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

MENUS  (Schedule GS4 Item 54)
This record series consists of the menus of actual food served by an intermediate care facility for the mentally handicapped, elder care facility, hospital, or other healthcare provider with food service capabilities. The menus list the variety of food choices available for a given meal or snack on a given day at a certain time. The dietitian’s name, the date, and the average portion size may also be indicated. The meal and snack schedule should note the time and length of food service. 42 CFR 483.480 and 58A-5.020, F.A.C.

RETENTION:
  a) Record copy. 6 months.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
MINUTES: AIR AMBULANCE SAFETY COMMITTEE  
This record series consists of the minutes taken during an air ambulance provider’s safety committee meetings. Air medical providers are required by 10D-66.051(19), F.A.C., to hold quarterly safety committee meetings for the review of safety policies and procedures, unusual occurrences, safety issues, and audit compliance. This record series may have archival value.

RETENTION:
a) record copy. 2 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MINUTES: OFFICIAL MEETINGS  
This record series consists of the official record of official meetings, defined in s. 286.011(1), F.S. as “All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, at which official acts are to be taken…” The series may also include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items. This series does not include documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, reservations and confirmations, etc., which are covered by administrative Support Records.

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

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)  
This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in s. 286.011(1), F.S.

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

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)  
This record series consists of supporting documents for minutes and agendas generated by official meetings. These records provide information necessary for completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, roll call sheets and sign-in sheets for speakers.

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

MINUTES: OTHER MEETINGS  
This record series consists of minutes and all supporting documentation from meetings which are not official as defined in s. 286.011(1), F.S. These records may have archival value.

RETENTION:
a) Record copy. 1 anniversary year after date of meeting.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
MONITORING RECORDS: PACKAGES OR RADIOACTIVE MATERIALS (Schedule GS4 Item 104)
This record series consists of calibrations required when a package containing radioactive materials is received by the radiology section. The section is required to monitor the package for radioactive contamination and excessive levels. The monitoring record would record the date and time a package was received, the time and date of calibration, the results and levels of the test, the name of the person who performed the test, as well as the time and date of notification of the carrier and the Department of Health if contamination or excessive levels exist. 10D-91.460 and 10D-91.471, F.A.C.
RETENTION:
  a) record copy. 3 years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MONTHLY OPERATIONS RECORDS – SEWAGE TREATMENT (Schedule 139 Item 17)
This series contains a monthly recapitulation of daily operations records, plus additional data on plant flow.
RETENTION:
  a) Record copy. 3 calendar years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MONTHLY REPORT OF ENERGY CONSUMPTION AND COST (Schedule 139 Item 18)
This series contains “Energy Consumption Report” (Form Fo3352, Department of General Services) and monthly comparative reports issued by the Department of General Services on statewide agency energy consumption levels.
RETENTION:
  a) Record copy. 3 calendar years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

MONTHLY REPORTS – SEWAGE TREATMENT (Schedule 139 Item 19)
This series contains monthly reports filed with the Health Department and the Department of Environmental Resources based on operational records.
RETENTION:
  a) Record copy. 3 calendar years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

NATIONAL BOARD EXAMINATION STATISTICAL REPORTS (Schedule 169 Item 35)
This series consists of yearly statistical analysis of National Board Exams, Parts I and II, by class.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

NEEDS ASSESSMENT RECORDS (Schedule GS5 Item 16)
This record series consists of results from survey questionnaires or similar procedures in a particular program area. These results suggest to the college what should be done in developing or deleting these programs.
RETENTION:
  a) Record copy. 3 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

NEWS RELEASES (Schedule GS1-SL Item 34)
This record series consists of news releases distributed by the agency and/or received from other offices for informational purposes. This record may have archival value.
RETENTION:
  a) Record copy. 90 days
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
NOISE EXPOSURE MEASUREMENT RECORDS  
(Schedule GS1-SL Item 283)  
This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping – record Retention.  
RETENTION:  
a) Record copy. 2 anniversary years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.  

ON-SITE INCINERATOR RECORDS  
(Schedule GS4 Item 97)  
This record series consists of acceptance records, the on-site incinerator form, and the operating log for an on-site incinerator. Acceptance records include documents which record the arrival of regulated medical waste to the on-site incinerator for disposal. Recorded in these documents are the date of acceptance, the state permit or license number of the transporter, the total weight of waste accepted, and the signature of the receiver. The operating log includes the date of each incineration cycle, the length of the cycle, the total weight of waste incinerated per cycle, and an estimate of the weight of regulated medical waste incinerated per cycle. The on-site incinerator form is maintained by the operator and summarizes the information collected in the operating log. It includes the facility name, address, and location; facility type; contact person; waste feed information; and the total number of incinerators at the facility. This report must be certified as required. 40 CFR 259.61 and .62.  
RETENTION:  
a) Record copy. 3 calendar years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.  

OPERATION INDEXES  
(Schedule GS4 Item 60)  
This record series consists of indexes of surgical operations performed at the facility. These indexes may include in-patient as well as out-patient procedures, the name of surgeon, the patient’s name, and the time and date of the surgery. These indexes cross-reference the use of the OR against a unique patient identification number for tracking and billing purposes. This series may have archival value.  
RETENTION:  
a) Record copy. 10 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.  

OPERATIONAL AND STATISTICAL REPORT RECORDS  
(Schedule GS1-SL Item 124)  
This record series consists of daily, weekly, monthly, semi-annual, and annual narrative and statistical reports of office operations made within and between agency departments. It may also include activity reports demonstrating the productivity of individual employees or the work tasks completes for a period of time (daily, weekly, hourly, etc.) These are internal agency reports used by management to monitor or improve agency administration or for reference purposes when developing broader agency reports. These are not official annual reports that each agency is required to submit to its governing authority.  
RETENTION:  
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.  

OPINIONS: LEGAL  
(Schedule GS1-SL Item 26)  
This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency’s functions, responsibilities, and authority. These records may have archival value.  
RETENTION:  
a) Record copy. Permanent.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)  
This record series consists of documentation supporting the legal opinions issued by agency attorneys.

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

ORGANIZATION CHARTS  
This record series consists of organizational charts that show lines of authority and responsibility agency-wide, within and between the various departments of the agency. This record may have archival value.

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

OVERTIME AUTHORIZATIONS  
This record series consist of authorization forms for payment of employee overtime

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

PAGE PROOFS  
This record series consists of the page proofs from each publication.

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

PARKING DECAL/PERMIT RECORDS  
This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation.

RETENTION:
a) Record copy. 2 fiscal years after expiration or cancellation of parking privileges provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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

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

PATIENT BILLING FILES  
This series consists of, but is not limited to, pink routing forms, copies of patient signature form, copies of insurance claims, and copies of doctor’s reports.

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PATIENT REGISTRATION RECORDS
(Schedule 125 Item 44)
This series consists of a register of the patient, used for billing purposes. It includes name, address and phone number of patient, dental number and treatment, and name of student who performed the treatment. This series is maintained in machine readable format.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PATIENT MEDICAL RECORD
(Schedule GS4 Item 80)
This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/dental/nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and may contain the following information: identification data; chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and per-operative diagnosis; clinical laboratory reports; radiology, diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnoses and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient’s needs; certification of transfer of patient between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake interviews; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy of the form “Public Baker Act Service Eligibility,” physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported – the actual tracings are included; infant screening test reports; nuclear medicine reports; x-ray interpretation records; growth charts and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case-by-case basis and under the recommendation of a professional or medical standards organization. DO NOT USE THIS ITEM FOR TUBERCULOSIS PATIENT MEDICAL RECORDS. 59A-3.214, F.A.C. This series may have archival value.
RETENTION:
a) Record copy. 10 Years after last entry.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PATIENT MEDICAL RECORD: CHILDREN  
(Schedule GS4 Item 130)
This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/dental/nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and may contain the following information: identification data; chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and per-operative diagnosis; clinical laboratory reports; radiology, diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnoses and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient’s needs; certification of transfer of patient between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake interviews; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy of the form “Public Baker Act Service Eligibility,” physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported – the actual tracings are included; infant screening test reports; nuclear medicine reports; x-ray interpretation records; growth charts and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case-by-case basis and under the recommendation of a professional or medical standards organization. 95.11(4)(b), F.S. DO NOT USE THIS ITEM FOR TUBERCULOSIS PATIENT MEDICAL RECORDS.

RETENTION:
a) Record copy. Retain until eighth birthday.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PATIENT RECORDS: PHARMACY  
(Schedule GS4 Item 129)
This record series consists of a patient record system maintained by all pharmacies for patients to whom new or refill prescriptions are dispensed. This series includes the patient’s full name, address, telephone number, age or date of birth, gender, a list of all new or refill prescriptions from previous providers, and any comments on patient’s therapy. Allergies, drug reactions, idiosyncrasies, chronic conditions, disease states, and notes on medical services and existing conditions may also be recorded. This record may be maintained in hard copy or computerized formats. 59X-27.800, 59X-28.140, 59X-28.150, F.A.C.

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

PATIENT TESTING: IMMUNOHEMATOLOGY RECORDS  
(Schedule GS4 Item 84)
This record series consists of the documents which record each step in the processing, testing, and reporting of patient specimens to assure the accuracy of the testing. Documented included all the information recorded on the test requisition plus the accession number of the specimen, the date and time of the specimen’s receipt by the lab, the condition and disposition of the specimens which do not meet the lab’s acceptance standards, and the records and dates of performance of each step in the patient testing leading to and including the final report. This record series is specific to immunohematology and histocompatibility records. 42 CFR 493.1101.

RETENTION:
a) Record copy. 5 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PATIENT TESTS: LABORATORY COPY  (Schedule GS4 Item 83)
This record series consists of the documents which record each step in the processing, testing, and reporting of patient specimens to assure the accuracy of testing. Documentation includes all the information recorded on the test requisition plus the accession number of the specimen, the date and time of the lab’s receipt of the specimen, the condition and disposition of the specimens which do not meet the lab’s acceptance criteria, and the records and dates of performance of each step of the patient testing leading to and including the final report. This series also documents the loan or referral of slides to another laboratory and is relevant to JCAHCO standard QC4.6. This retention does not apply to pathology and immunohematology testing. 42 CFR 493.1101.
RETENTION:
a) Record copy. 2 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYMENT CARD SENSITIVE AUTHENTICATION DATA  (Schedule GS1-SL Item 395)
This record series consists of elements of a customer’s payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 1.2, October 2008 or subsequent edition) and includes full magnetic stripe data (also Known as full track, track, track1, track2, and magnetic-stripe data); three- digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.
RETENTION:
a) Record copy. Destroy immediately upon completion of transaction.
b) Duplicates. Destroy immediately upon completion of transaction.

PAYROLL COST DISTRIBUTION REGISTER  (schedule UF 187 Item 50)
This record series consists of a computer generated report sent to departments of what account each paycheck is drawn on. Amounts are not listed.
RETENTION:
a) Record copy. Maintained by Finance & Accounting. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS  (Schedule GS1-SL Item 129)
This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care, etc.
RETENTION:
a) Record copy. 5 fiscal years after final action provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS  (Schedule GS1-SL Item 183)
This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item’s expenditures and encumbrances.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PAYROLL RECORDS: NOT POSTED  (Schedule GS1-SL Item 214)
This record series consists of any payroll records, in any format, not posted to an employee’s retirement plan (plus indices, if applicable). The records are used to document payment for retirement or other purposes during and employee’s duration of employment and also list each rate of pay.
RETENTION:
a) Record copy. 50 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PAYROLL RECORDS: POSTED
(Schedule GS1-SL Item 35)
This record series consists of any payroll records, in any format, posted to the employee’s applicable retirement plan (plus indices, if applicable). The records are used to document payment for retirement or other purposes during and employee’s duration of employment and also list each rate of pay.

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

PAYROLL RECORDS: SUPPORTING DOCUMENTS
(Schedule GS1-SL Item 195)
This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials.

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

PAYROLL SIGNATURE LIST
(Schedule UF 187 Item 52)
This record series consists of a log which employees sign when they receive checks.

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

PENSION RECORDS: PLAN/FUND
(Schedule GS1-SL Item 358)
This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

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

PENSION RECORDS: RETIREES
(Schedule GS1-SL Item 359)
This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see “PAYROLL RECORDS” items.

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

PERFORMANCE REPORTS: PROFICIENCY TESTING FACILITY
(Schedule GS4 Item 94)
This record series consists of reports issued on each laboratory’s performances for the individual Medicare, Medicaid, and CLIA-licensed specialty or sub-specialty of service after a proficiency test is performed. Duplicate copies of these reports are also sent to Health and Human Services, the laboratory which was tested, and the state survey agency. 42 CFR 493.903.

RETENTION:
a) Record copy. 5 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PERMANENT RESIDENCY REQUEST RECORDS  
(Schedule UF 230 Item 3)
This series consists of records documenting requests for permanent residency for foreign faculty members, and includes correspondence, the Application for Alien Employment Certification which is filed with the Department of Labor and documents that a competitive search was undertaken, and the petition to the Immigration and Naturalization Service to establish a category under which the faculty member may immigrate. Once approved, the faculty member must file the formal application for permanent status.

RETENTION:

a) Record copy. 3 calendar years following the approval of the I-140 Petition, provided no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERMITS: CONFINED SPACE ENTRY  
(Schedule GS1-SL Item 284)
This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic test performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems which are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

RETENTION:

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

PERMITS: MAIL SERVICE  
(Schedule GS5 Item 75)
This record series consists of bulk mailing permits.

RETENTION:

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

PERQUISITE APPROVAL REQUEST FORMS  
(Schedule UF 321 Item 1)
This series consists of a form used to request approval for employee perquisites or sale of goods and services. Perquisites are those items or services provided to employees at no or reduced cost such as uniforms, non-professional licensure or certification, low or no-rent housing, and utilities.

RETENTION:

a) Record copy. 3 fiscal years provided applicable audits have been released and no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERSONNEL FILE – A&P AND FACULTY – COLLEGE, DIVISION, OR DEPARTMENT  
COPY FOR TERMINATED EMPLOYEES  
(Schedule UF 168 Item 4)
This file is a convenience copy maintained in the employing College/Division/Department. All master components of this file excluding in most cases evaluative material (see Personnel Records: Evaluation) have been forwarded to the Division of Human Resources. This series may also contain duplicate change of appointment forms, which are maintained separate from the personnel record. This series should NOT contain Manual Leave Abstract Sheets.

RETENTION:

5 years after termination of employment provided no litigation is pending. Contact the Division of Human Resources and General Counsel prior to destruction.
PERSONNEL FILE – USPS – COLLEGE/DIVISION/DEPARTMENT COPY FOR TERMINATED EMPLOYEES (Schedule UF 168 Item 5)
This is a convenience copy maintained in the employing College/Division/Department. All master components of this file have been forwarded to the Division of Human Resources. This series may also contain duplicate change of appointment forms, which are maintained separate from the personnel record. The series should not contain leave balances. For those employees that fall under the Collective Bargaining Agreement, there should be no item in this file that is not a part of the master file at the Division of Human Resources.
RETENTION:
1 year after termination of employment provided no litigation is pending. Contact the Division of Human Resources and General Counsel prior to destruction.

PERSONNEL RECORDS: ACTIVITY REPORT (Schedule GS5 Item 76)
This record series consists of reports used for fiscal purposes to determine time spent by academic and non-academic employees.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERSONNEL RECORDS: EMPLOYEE PERFORMANCE EVALUATION SUMMARY (Schedule UF 233 Item 2)
This series consists of information regarding the job performance of individual employees and may include, but is not limited to performance evaluation criteria, numerical ranking of performance by category, and reviewer’s comments. This summary sheet is shared with the employee during their annual evaluation conference and is used to create the annual employee evaluation record filed in their personnel file.
RETENTION:
a) Record copy. 3 years after annual employee evaluation is completed, provided no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERSONNEL RECORDS: EVALUATION ACADEMIC/PROFESSIONAL/FACULTY (Schedule GS5 Item 77)
This record series consists of complete annual evaluation packet for A&P and faculty members and may include activity or achievement reports plus supporting documentation such as correspondence, publications, annual position descriptions, goals for the coming year, summary of the evaluation, etc.
RETENTION:
a) Record copy. 5 years after termination of employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM (Schedule GS1-SL Item 19)
This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, resumes, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers’ compensation reports, 1-9 forms (Department of Homeland Security, U.S. citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file.
RETENTION:
a) Record copy. 25 years after separation or termination of employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)  (Schedule GS1-SL Item 162)
This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all “permanent” employees (with or without benefits). The series may include, but is not limited to, employment applications, resumes, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers’ compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials.

RETENTION:
a) Record copy. 50 fiscal years after separation or termination of employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT  (Schedule GS1-SL Item 66)
This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, resumes, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers’ compensation reports, I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employees may include personnel referred by a local employment agency.

Section 110.201, F.S. and Rule 60L-30, F.A.C. require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file.

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

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION  (Schedule GS1-SL Item 378)
This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items.

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

PETTY CASH DOCUMENTATION RECORDS  (Schedule GS1-SL Item 202)
This record series consists of records documenting an agency’s petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account.

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

PHYSICAL PLANT STATISTICAL REPORTS  (Schedule GS5 Item 78)
This record series relates to statistical reports accumulated as a result of new construction and major renovation projects of the college.

RETENTION:
a) Record copy. 5 fiscal years after superseded by new report provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PLANNED SPECIAL EXPOSURE: RADIOLOGY (schedule GS4 Item 112)
This record series consists of records on each planned special exposure. These records may include, but are not limited to, the exceptional circumstances requiring the exposure; the name of the official who authorized the exposure and a copy of the signed order; which actions were necessary; why the actions were necessary; what precautions were taken to assure that doses were maintained in accordance with standard; what individual and collective doses were expected to result in; and the dose actually received during exposure. 10D-91.474, F.A.C.
RETENTION:
a) Record copy. 1 year after termination or expiration of license.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PLANT SURVEY REPORTS (Schedule GS5 Item 20)
This record series consists of records which direct expenditure of State funds.
RETENTION:
a) Record copy. 5 years after superseded by new report provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

POSITION DESCRIPTION RECORDS (Schedule GS1-SL Item 38)
This record series documents the specifically assigned duties and responsibilities for a particular position including, but not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions.
RETENTION:
a) Record copy. 2 anniversary years after superseded provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

POSTAGE/SHIPPING RECORDS (Schedule GS1-SL Item 133)
This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PRACTICE ANALYSIS MANAGEMENT REPORTS (Schedule 169 Item 40)
This series consists of reports by the University Physicians on the status of the practice of staff physicians, including statistical and financial information.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PRESCRIPTION RECORDS (Schedule GS4 Item 64)
This record series consists of a written prescription which is retained by the pharmacist in the pharmacy from which it is filled. The prescription includes: the full name and address of the patient; the full name and address of the prescribing practitioner and his federal controlled substance registry number; the name of the substance prescribed, its quantity and strength and the directions for its use; the prescription number; and the initials of the pharmacist and the date filled. S. 893.04 F.S. and 59X-28.140, F.A.C.
RETENTION:
a) Record copy. 2 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PRIVATE LOAN AND SCHOLARSHIP RECORDS (Schedule GS5 Item 21)
This record series consists of letters and related information concerning the terms of the loan or scholarship stipulating how the funds are to be used.
RETENTION:
a) Record copy. 5 fiscal years after paid or declared uncollectible provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROCEDURES: MANUALS (Schedule GS5 Item 22)
This record series consists of published documents that provide the series of steps to be followed in completing a specific task.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

PROCESSING RECORDS: BLOOD BANK (Schedule GS4 Item 121)
This record series consists of blood bank records which monitor the process by which blood products are made available for use. Processing records include: blood processing, including the results and interpretation of all tests and re-tests; component preparation, including all relevant dates and times; separation and pooling of recovered plasma; the centrifugation and pooling of source plasma; and the labeling of the product including the initials of the processor. 21 CFR 606.151.
RETENTION:
a) Record copy. 5 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROCLAMATIONS (Schedule GS1-SL Item 142)
This record series consists of a governing body’s proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring “Water Conservation Month,” “Law Enforcement Appreciation Week,” or “Emancipation Proclamation Day.” The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support.
RETENTION:
a) Record copy. 2 calendar years after date of issuance.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PRODUCTION FILES (Schedule UF 234 Item 3)
This record series contains typesetting information, correspondence, and specifications for printing.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROFICIENCY TESTING: LABORATORIES (Schedule GS4 Item 93)
This record series consists of documents which attest to the handling, preparation, processing, examination, and each step in the testing and reporting of results for all proficiency testing samples, including a copy of the proficiency testing program report forms used to record the test results. This series also features all documents which reflect the necessary training and technical assistance appropriate to correcting the problems associated with proficiency testing failures. 21 CFR 606.151.
RETENTION:
a) Record copy. 5 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PROJECT FILES (Schedule UF 234 Item 4)
This record series consists of book records and may include, but is not limited to, contract, copyright, reader’s questionnaires, correspondence, advertising and promotional questionnaires, information for bids, editorial and design information.

RETENTION:
a) Record copy. 1 year after copyright expires or 1 year after rights to the material published are returned to the author, provided applicable audits have been released and no litigation is pending, and material is obsolete or administrative value is lost.

PROJECT FILES: CAPITAL IMPROVEMENT (Schedule GS1-SL Item 136)
This record series documents capital improvement projects in progress and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders and reports. “Capital Improvements” shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures.

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

PROJECT FILES: FEDERAL (Schedule GS1-SL Item 137)
This record series consists of original approved federal project contracts, agreements, awards, line-item budgets, budget amendments, cash requests, correspondence, and other audit reports. NOTE: Check with applicable agency and/or the Code of Federal Regulations (CFR) for any additional requirements.

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

PROJECT FILES: NON-CAPITAL IMPROVEMENT (Schedule GS1-SL Item 138)
This record series documents projects in progress and/or project proposals which may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports.

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

PROJECT FILES: OPERATIONAL (Schedule GS1-SL Item 291)
This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.

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

PROJECT FILES: PRIORITY REPORTS (Schedule GS5 Item 79)
This record series consists of reports required by the State Board of Education giving status of construction projects completed, in progress and projected. See also “PROJECT FILES: PROGRAM DEVELOPMENT” and/or “PROJECT FILES: REAL PROPERTY LEASES.”

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PROJECT FILES: PROGRAM DEVELOPMENT  (Schedule GS5 Item 23)
This record series consists of the evaluations and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs. Also, Project’s Records includes researching, planning, designing, and evaluating payments; and purchasing of instructional equipment.

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

PROMOTIONAL RECORDS  (Schedule UF 234 Item 5)
This series consists of book reviews, where review books were sent, correspondence of those who ask examination and desk copies, and advertisements of all books published.

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

PROMOTION AND TENURE RECORDS: DENIED  (Schedule GS5 Item 80)
This record series consists of documentation for the review process on denied promotions and tenure. This series contains forms, letters, and accompanying data.

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

PROMOTION AND TENURE RECORDS: GRANTED  (Schedule GS5 Item 81)
This record series consists of documentation for the review process on granted promotions and tenure. This series contains forms, letters, and accompanying data. If granted, the complete file of the promotion and tenure documents is placed in the permanent file.

RETENTION:
a) Record copy. 25 years after termination of employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROMOTION/TRANSFER RECORDS  (Schedule GS1-SL Item 139)
This record series consists of applications for promotion or transfer within the agency, any promotional level tests, and the test results.

RETENTION:
a) Record copy. 2 calendar years after selection is finalized or confirmed.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROPERTY CONTROL RECORDS  (Schedule GS1-SL Item 222)
This record series documents all property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer’s serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated, transferred, surplused, sold, scrapped, traded in, abandoned, or stolen.

RETENTION:
a) Record copy. Retain until completion of the next physical inventory after the equipment leaves service.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PROPERTY TRANSFER RECORDS  
(Schedule GS1-SL Item 41)
This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplused, sold, scrapped, trade-in, abandoned, or stolen. This series does not include records documenting real property transfers.

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

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS  
(Schedule GS1-SL Item 326)
This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information. The records are required HIPAA documentation per 45CFR164.524(e). Retention is pursuant to 45CFR164.530(j)(2). See also “HIPAA” items.

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

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS  
(Schedule GS1-SL Item 327)
This record series consists of records listing the title(s) of the person(s) or office(s) of the entity responsible for receiving and processing requests by individuals for amendment of protected health information. The records are required HIPAA documentation per 45CFR164.526(f). Retention is pursuant to 45CFR164.530(j)(2). See also “HIPAA” items.

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

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS  
(Schedule GS1-SL Item 328)
This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b) and must include for each disclosure; date of disclosure; name of entity or person to whom disclosure, and address if known; brief description of disclosure information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a)(1) and 164.528(a)(3). See “HIPAA” items.

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

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS  
(Schedule GS1-SL Item 329)
This record series consists of a covered entity’s policies and procedures for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any correspondence relating to the policies or their revision. The records are required HIPAA documentation per 45CFR164.528(j). Retention is pursuant to 45CFR164.530(j)(2). See also “HIPAA” items.

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

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS  
(Schedule GS1-SL Item 330)
This record series consist of all complaints received concerning the covered entity’s privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applies by the covered entity against employees failing to comply with the policies and procedures. The records as required HIPAA documentation per 45CFR164.530(d) and 164.530(e). Retention is pursuant to 45CFR164.530(j)(2). See also “HIPAA” items.

RETENTION:
a) Record copy. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
PROTOCOL REVIEW RECORDS  
This series contains an in-depth explanation of research project protocols, their risks, benefits, and costs. Includes, but is not limited to, correspondence, reports, and amendments. These records may have archival value.

RETENTION:
- a) Record copy. 9 years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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

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

PUBLIC PROGRAM/EVENT RECORDS  
This record series consist of files documenting agency-provided or sponsored events or programs available to the public or segments of the public. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, and/or video records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency. See also “REGISTRATION RECORDS: EVENTS.”

RETENTION:
- a) Record copy. 5 fiscal years after completion of contract or program/event, whichever is later, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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

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

PURCHASING RECORDS  
This record series consist of copies of purchase orders which are retained by the originating office while another is sent to the Purchasing/Business Office and the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions sent by the originating office to supply, purchasing, graphics, duplicating, or other sections for action, copies of receiving reports; and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also “DISBURSEMENT RECORDS: DETAIL.”

RETENTION:
- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
QUALITY CONTROL RECORDS: IMMUNOHEMATOLOGY
This record series consists of all documentation which attests to the quality control requirements specified in 42 CFR 93.1203 through 493.1285. Included in this series are all records which document that the quality control samples were tested in the same exact manner as the regular patient samples. This series is only for the quality control records of immunohematology samples. 42 CFR 493.1221 and 21 CFR 606.
RETENTION:
  a) Record copy. 5 years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

QUALITY CONTROL RECORDS: LABORATORIES
This record series consists of all documentation which attests to the quality control requirements specified in 42 CFR 93.1203 through 493.1285. Included in this series are all records of each step in the processing and testing of the quality control samples to assure that the quality control samples are tested in the same exact manner as the regular patient sample. This series does not apply to testing of immunohematology samples. 42 CFR 493.1221.
RETENTION:
  a) Record copy. 2 years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

QUALITY CONTROL SURVEY: MAMMOGRAPHY FACILITY
This record series consists of the reports of the surveys conducted annually to assure that the facility meets specified quality control and equipment standards. 21 CFR 900.12.
RETENTION:
  a) Record copy. 1 calendar year.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

QUESTIONNAIRES: EMPLOYEE PERFORMANCE EVALUATION
This series consists of questionnaire forms used to collect information from various individuals on an employee’s job performance. The Information from these questionnaires is collated and compiled into a job performance summary sheet.
RETENTION:
  a) Record copy. 6 months after annual employee evaluation is completed.
  b) Duplicates. Retain until obsolete, superseded, or administrate value is lost.

QUESTIONNAIRES: SURVEY RESEARCH
This series consists of questionnaire forms used to collect survey research data for clients of Florida Survey Research Center. This information is transcribed into an ASCII/DOS edit program and stored on magnetic diskettes. The information is then used to produce the research report for the client.
RETENTION:
  a) Record copy. 6 months after completion of project provided no litigation is pending.

RADIATION DETECTION INSTRUMENTATION
This record series consists of documents which record the dates and times of the calibration of radiation detection instruments as well as the name of the individual performing the calibration. These are the instruments which measure radiation levels in the environment, in humans, and objects. This series also includes any repair to the instrumentation including the date and time of inspection, the problem located, the out of service dates, and the date of its return. 59A-3.228, F.A.C.
RETENTION:
  a) Record copy. 3 years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
RADIATION EQUIPMENT: MINOR MAINTENANCE  
(Schedule GS4 Item 87)  
This record series consists of documentation of all minor maintenance, daily function checks, and instrument calibration performed in accordance with the manufacturer’s instructions on the testing equipment operated by a testing facility, hospital, or clinic. This series does not cover major repairs, parts replacement, or annual maintenance. This series is equivalent to JCAHCO standard EC1.6. 59A-6.022, F.A.C.  
RETENTION:  
a) Record copy. 2 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RADIATION MONITORING RECORDS: HUMAN EXPOSURE  
(Schedule GS4 Item 88)  
This record series consists of documents which record the annual doses received by individuals for whom monitoring is required as specified in 10D-91.446, F.A.C., and the doses received during planned special exposures, accidents, and emergency conditions. Eligible persons include adults and minors who receive in excess of their limitations in a single year and individuals entering a high or very high radiation area. When applicable, these records should contain: the deep dose equivalent to the whole body, eye dose equivalent, shallow dose equivalent to the skin and extremities, the estimated intake of radionuclides; the committed effective dose equivalent assigned to the intake of radionuclides; the specific information used to calculate the committed dose; the total effective dose; and the total of the deep dose and committed dose to the organ receiving the highest total dose. This series also includes documents which record the radiation dose to an embryo or fetus and the expectant mother. These documents note the name of the mother, the date of treatment, the organ receiving the highest dose, and the name of the staff member performing the therapy. The Declaration of Pregnancy may be files separately from the dosage records and contains a formal acknowledgement by the mother that she is expecting. The form gives an estimated conception date and is designed to alert the staff to pregnancy. This series also includes the results of measurements and calculations used to determine individual intakes of radioactive materials and used in the assessment of the internal dose. Surveys of radiation for the purpose of determining an individual’s dose from external sources are also included. These surveys are used in the assessment of individual dose equivalents in the absence of or in combination with individual monitoring data. 10D-91.446, 10D-91.471, 10D-91.518 and 59A-3.228, F.A.C.  
RETENTION:  
a) Record copy. 1 year after the termination or expiration of license.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RADIATION PROTECTION PROGRAM  
(Schedule GS4 Item 124)  
This record series consists of the written provisions of a radiation protection program designed to prevent unnecessary radiological exposure to humans and the environment. This series relates to JCAHCO QC13.1. 10D-91,470, F.A.C.  
RETENTION:  
a) Record copy. 1 year after termination or expiration of license.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RADIOACTIVE WASTE DISPOSAL RECORDS  
(Schedule GS4 Item 89)  
This record series consists of documents which record the disposal of radioactive waste and by-products by the radiology section. These records may include the date and method of disposal, the name and address of the waste hauler, the amount disposed of, and the name of the staff handling the disposal or transfer process. 10D-91.477 and 59A-3.228, F.A.C.  
RETENTION:  
a) Record copy. 1 year after the termination or expiration of license.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RADIOACTIVE WASTE DISPOSAL RECORDS: NON-SEALED SOURCE  
(Schedule GS4 Item 113)  
This record series consists of reports which document the disposal of any radioactive material which is not a sealed source and has a physical half life of less than 90 days. This report contains the date of disposal, the date the material was placed in storage, the radionuclides disposed of, the model and serial number of the survey instrument used, the background dose rate, the container’s surface radiation dose rate, and the name of the individual performing the disposal. 10D-91.465, 10D-91.477, and 10D-91.732, F.A.C.  
RETENTION:  
a) Record copy. 3 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
RADIO LOGS
This record series consists of a log recording the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also “911 RECORDS: LOGS” and “COMMUNICATIONS AUDIO RECORDINGS.”
RETENTION:
a) Record copy. 1 fiscal year.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RAIN CHECKS
This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide date rain check issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

READING FILES
This record series consists of duplicates of all outgoing correspondence which is filed chronologically.
RETENTION:
  a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION
This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.
RETENTION:
a) Record copy. 5 anniversary years after final action.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED
This record series consists of documents pertaining to real property acquired by a government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents.
RETENTION:
a) Record copy. 3 fiscal years after final disposition of property provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED
This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include appraisals, surveys, and other supporting documents.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
RECEIPT/REVENUE RECORDS: DETAIL
This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, and electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities.

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

RECEIPT/REVENUE RECORDS: SUMMARY
This record series consist of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trail balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation.

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

RECORDS DISPOSITION DOCUMENTATION
This series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(10), F.A.C., which states that “The minimum requirements for each records disposition is the identification and documentation of the following: (a) Schedule number; (b) Item number; (c) Record series title; (d) The inclusive dates; and (e) The volume in cubic feet.” Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency.

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

RECORDS MANAGEMENT COMPLIANCE STATEMENTS
This record series consists of the agency’s copy of records management compliance submitted annually to the Department of State, Records Management Program. The statements indicate the agency’s compliance or non-compliance with Florida’s public records management statutes and Florida Administrative Code rules, including documentation of the quantity of records dispositions and the agency’s designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B24.003 (11), F.A.C., which requires that “each agency shall submit to the Division, once a year, a signed statement attesting to the agency’s compliance with records disposition laws, rules, and procedures.”

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

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC
This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency’s programs an activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B24.002 (1)-(8), F.A.C., s. 119.021(2)(a), F.S., and s. 257.36(6), F.S.

RETENTION:
- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
RECORDS RETRIEVAL/REFERENCE RECORDS (Schedule GS1-SL Item 295)
This record series documents the retrieval and refilling of records in a records management or archival facility. The series may include, but is not limited to, reference and records retrieval and refilling requests/work orders and pull slips and/or “out cards.” The records may indicate name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refilled and by whom; and any additional information, such as if anything was missing.
RETENTION:
  a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

REFUND RECORDS (Schedule GS5 Item 26)
This record series consists of refund authorizations received from the Registrar’s Office for withdrawal, cancellation, drop, application fees; from the Cashier’s Desk for over payments or double payments. All authorizations show the student’s name, address, student number, fees assessment number, amount of refund, reason for refund, check number, date issued and date mailed or received.
RETENTION:
  a) Record copy. 3 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REGISTRATIONS: STUDENT (Schedule GS5 Item 27)
This record series consists of records for registration showing name, validation number, and fees and back-up cards showing course name, department and amount of fees if applicable. The retention period for the record copy was established pursuant to Florida Administrative Code Rule 6A-14.051.
RETENTION:
  a) Record copy. 3 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REGISTRATION RECORDS: EVENTS (Schedule GS1-SL Item 296)
This record series consists of registration information for events such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events for which the public can register to participate or attend. The series may include completed registration forms providing such information as registrant’s name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release, and liability release. The series may also include documentation such as sign-in/out forms, parent/guardian authorizations, etc. See also “PUBLIC PROGRAM/EVENT RECORDS.”
RETENTION:
  a) Record copy. 5 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REJECT FILES (Schedule UF 234 Item 6)
This series consists of files on manuscripts which are rejected, and includes copies of manuscripts and correspondence.
RETENTION:
  a) Record copy. 1 fiscal year after close of negotiation.

REPORT OF STUDENT ACTIVITY (Schedule 125 Item 50)
This series consists of a computer generated report listing what objectives each student has fulfilled.
RETENTION:
  a) Record copy. 6 months after posting to student record.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
REQUEST FORMS: UNIVERSITY EQUIPMENT USE
(Schedule UF 227 Item 4)
This series documents the use of UF equipment, facilities, and services by employees engaging in outside employment or activity. May include but is not limited to list of equipment, facilities, and services, and how they will be used, location, and approval signatures.

RETENTION:
a) Record copy. Maintained by Dean’s Office. 5 years after termination of employment provided audits have been released and no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REQUISITION LABORATORY TESTS
(Schedule GS4 Item 95)
This record series consists of all requisitions authorizing a laboratory to perform tests on a sample. These requisitions may be in an electronic or written format. Included in a requisition are the patient’s name or identification number, the name or identifier of who ordered the test, the date and time of the specimen collection, the source of the specimen, the patient’s gender and age or date of birth, and pertinent clinical information. For pap smears the requisition also requires that the last date of menstruation, history of abnormal smears, treatment of biopsy, and risk factors for cervical cancer. The record copy is retained by a public laboratory. Duplicates may be in the Patient Medical Record. 42 CFR 493.1101.

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

RESOLUTIONS
(Schedule GS1-SL Item 297)
This record series consists of formal expressions of opinion, intention, or decision by a governing body concerning administrative matters before the governing body or relating to the governing body’s areas of responsibility. See also “RESOLUTIONS: SUPPORTING DOCUMENTS,” “CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS,” “DIRECTIVES/POLICIES/PROCEDURES,” “ORDINANCES,” and “PROCLAMATIONS.” These record may have archival value.

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

RESIDENT CONTRACTS: ASSISTED LIVING FACILITIES
(Schedule GS4 Item 109)
This record series consists of contracts signed by the resident or resident’s guardian which place the resident in the care of the facility. The contract would contain provisions specifically setting forth the services and accommodations to be provided by the facility to the resident including extended congregate care services, limited mental health or nursing services. The contract will also list the basic daily, weekly, monthly, and annual charges or rates and any extra services provided and their fees. Payment procedures, rate increase policies, notices of religious affiliations, and written bed hold policies and termination agreements are also part of the contract. 58A-5.024, F.A.C.

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

RESIDENT RECORDS: ASSISTED LIVING FACILITIES
(Schedule GS4 Item 110)
This record series consists of documentation relating to the care and contractual obligations of the facility to the resident. Included in this series are documents appointing the resident’s guardian, establishing a power-of-attorney, demographic data, therapeutic diets, and a healthcare provider’s name and address. Medical records are maintained separately and take the retention period of the patient medical record. 58A-5.024, F.A.C.

RETENTION:
a) Record copy. 1 year after departure or death.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
RESOLUTIONS: SUPPORTING DOCUMENTS  
(Schedule GS1-SL Item 143)  
This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies.  
RETENTION:  
a) Record copy. 3 calendar years after date of resolution.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RESPIRATOR FIT TESTING RECORDS  
(Schedule GS1-SL Item 298)  
This record series documents an agency’s compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators “in any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer” (29CFR191.134(c)(1)). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection – Recordkeeping.  
RETENTION:  
a) Record copy. Retain until the next fit test is administered OR 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

REVENUE SHARING APPLICATIONS  
(Schedule GS1-SL Item 388)  
This record series consists of the agency’s copies of Applications for Revenue Sharing (FORM DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), Florida Administrative Code, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, Florida Statutes, Revenue Sharing Act of 1972.  
RETENTION:  
a) Record copy. 5 fiscal years  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RISK MANAGEMENT RECORDS: INTERNAL  
(Schedule GS4 Item 69)  
This record series consists of internal risk management records including: education and training of all non-physician employees, and analysis of patient grievances; review of incident reports; and minutes of the risk management committee. This record does not cover the hospital’s copy of adverse incident reports which are required to be sent to the Agency for Health Care Administration or the required annual report. S. 95.11 and 395.0197, F.S.  
RETENTION:  
a) Record copy. 7 calendar years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

RULE DEVELOPMENT FILES  
(Schedule GS1-SL Item 367)  
This record series documents the development and approval process for Florida Administrative Code rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and other research materials used in developing the rule; Florida Administrative Weekly notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the Florida Administrative Code. Retention is pursuant to s. 120.54(8), F.S.  
RETENTION:  
a) Record copy. Retain as long as the rule is in effect.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
RUN REPORTS: EMERGENCY (Schedule GS4 Item 70)
This record series consists of a report on patients who have been revived, or attempted to be revived, by the administration of drugs, both intracardiac and intravenously, and by the using counter-shock treatment as well as all other patients who accepted service from an EMT, EMS or Air-Medical Provider, or a paramedic. Run reports will include patient’s name, home address, age or date of birth, sex and race, call identification number, unit number of responding vehicles; transporting vehicle, if applicable; location of scene or incident; location of patient and destination of each call. The record copy of the run report is held by the service provider and a duplicate is sent to the Department of Health, formerly known as the HRS EMS Office. 10D-66.060, F.A.C and s. 95.11, F.S.
RETENTION:
a) Record copy. 7 years after last entry.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SAFETY-TO-LIFE INSPECTION RECORDS (Schedule GS4 Item 82)
This record series consist of reports and correspondence related to safety-to-life inspections of college facilities conducted in accordance s. 2A-2.076, F.A.C.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SALARY COMPARISON REPORTS (Schedule GS1-SL Item 49)
This record series consists of reports compiled for reference purposed to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. These records may have archival value.
RETENTION:
a) Record copy. 1 fiscal year provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SALARY SCHEDULES (Schedule GS1-SL Item 240)
This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. These records may have archival value.
RETENTION:
a) Record copy. 10 fiscal years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SALES TAX RECORDS (Schedule UF 221 Item 1)
This record series consists of but is not limited to copies of sales tax reports, back up transaction documents such as ledgers, invoices, and register tapes, and copies of Department of Revenue coupons. See Chapter 12A-1.093 F.A.C. All areas holding copies of these records are responsible for maintaining them throughout the retention period.
RETENTION:
a) Record copy. 6 years after paid provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SALES/USE/LOCAL OPTION TAX RECORDS (Schedule GS1-SL Item 368)
This record series consists of the agency’s copies of monthly or quarterly Sales and Use Tax Returns (DR-15CS, DR-15EZCS, or equivalent) submitted to the Department of Revenue per chapter 212, F.S., Tax On Sales, Use, And Other Transactions.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
SCHEDULES: MEDICAL PERSONNEL  (Schedule GS4 Item 126)
This record series consists of work schedules for medical personnel including the nursing staff, physicians, medical aids, and support staff who provide medical treatment including phlebotomists. These schedules may be maintained on a daily, weekly, monthly or bimonthly basis. The record copy is located in the administrator’s office for the particular department or with the individual in charge of staffing. Duplicates may be found throughout the agency.
RETENTION:
a) Record copy. 7 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SCHOLARSHIP/LOAN RECORDS  (Schedule GS5 Item 83)
This record series consists of complete files on state scholarship recipients and student loans. These files include application, award letter, letter of acceptance, renewal application, all correspondence, deferment form, cash payment receipts, certificate of service receipts and account card. File established to maintain complete record of scholarship from application until all notes are satisfied.
RETENTION:
a) Record copy. 5 fiscal years after paid.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SECURITY SCREENING RECORDS  (Schedule GS1-SL Item 369)
This record series consists of records documenting security screening/background checks conducted on individuals who are not employees or candidates for employment (for instance, vendors or couriers at ports, contractors who need site access, etc.). 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.
RETENTION:
a) Record copy. 2 anniversary years after receiving results of screening or termination of individual’s access and any litigation is resolved, whichever is later.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SENATE FILES  (Schedule 164 Item 11)
This series documents the weekly meetings of the Student Government, and includes minutes, legislation, laws, authorizations, resolutions, requests for funds, and correspondence.
RETENTION:
a) Record copy. Permanent
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SENATE VOTING RECORDS  (Schedule 164 Item 12)
This series consist of records showing how each Student Senate voted during meetings.
RETENTION:
a) Record copy. Retain until minutes of the meeting are approved.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SEWAGE TREATMENT LABORATORY RECORDS  (Schedule 139 Item 15)
This series is a record of weekly and daily samples tested in plant laboratories. Consists of, but is not limited to, bacteria checks, chloroform tests, fecal tests, fluoride analysis, and lagoon samples.
RETENTION:
a) Record copy. 5 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
SHOP PRINTS (Schedule 139 Item 24)
This series consist of construction prints for masonry, plumbing, electrical wiring, etc., that are used when alterations and repairs are needed.

RETENTION:

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

SIGNATURE AUTHORIZATION RECORDS (Schedule GS1-SL Item 300)
This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also “FINANCIAL ACCOUNT AUTHORIZATION RECORDS.”

RETENTION:

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

SPACE ANALYSIS RECORDS (Schedule UF 187 Item 61)
This record series consists of but is not limited to reports and space inventories done by the university’s space analyst.

RETENTION:

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

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS (Schedule GS1-SL Item 144)
This record series consists of an agency’s copy of the State’s Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employee’s contribution.

RETENTION:

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

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS (Schedule GS1-SL Item 370)
This record series consists of electronic mail items identified by an agency’s filtering systems spam or junk mail that are blocked from entering users’ mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

RETENTION:

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

STAFF ADMINISTRATION RECORDS (Schedule GS1-SL Item 371)
This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency’s official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files as NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also “DISCIPLINARY CASE FILES: EMPLOYEES,” “EMPLOYEE CONDUCT COUNSELING RECORDS,” and “PERSONNEL RECORDS” items.

RETENTION:

a) Record copy. Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/human resources office before disposition.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
STATE MERITORIOUS SERVICE AWARDS PROGRAM FLIES  
(Schedule GS1-SL Item 372)
This record series consists of data relating to the defunct State Meritorious Service Awards Program. Files may contain employee suggestion forms (Form DMS/EPE.AWP01), evaluations, adoption forms, Superior Accomplishment nomination forms, payment records, and copies of summary information submitted to the Department of Management Services for the Annual Workforce Report (Form DMS/EPE.AWP02). These records are no longer being created.

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

STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/REPORTS  
(Schedule GS5 Item 84)
This record series consists of mastery results and reports of minimum performance standards in reading, writing and mathematics and demonstrated ability to successfully apply basic skills to everyday life situations as required by Florida Statutes Section 232.246(1)(b). These include “CLAST,” “ASSET,” “ACT,” “MAPS,” and “SAT.” See also “EXAMINATION MATERIALS: STANDARDIZED (STUDENT).”

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

STATISTICS REPORT  
(Schedule 114 Item 16)
This series consists of a monthly computer generated report listing all statistics for Student Health Services, including number of patients, money received, 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.

STUDENT ADVISEMENT RECORDS: GRADUATE  
(Schedule GS5 Item 86)
This record series consists of the results of interest inventories, individual aptitude and ability tests, personality inventory, AET, CEEB, SCAT, and BCC placement tests, counselors’ notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students who have graduated.

RETENTION:
a) Record copy. 1 year after graduation, transfer or withdrawal.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT ADVISEMENT RECORDS: WITHDRAWAL  
(Schedule GS5 Item 87)
This record series consists of withdrawal records which includes the result of interest inventories, individual aptitude and ability tests, personality inventory, AET, CEEB, SCAT and BCC placement tests, counselors’ notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students that have withdrawn from school.

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

STUDENT APPEAL RECORDS  
(Schedule GS5 Item 88)
This record series consists of appeals for grade changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.

RETENTION:
a) Record copy. 3 years after final appeal, provided posted to permanent record provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
STUDENT AWARD RECORDS: FELLOWSHIP/HONORS – AWARDED  (Schedule UF 235 Item 1)
This record series consists of records documenting applicants for dissertation fellowships and undergraduate research symposium awards. May include but is not limited to application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation.
RETENTION:
a) Record copy. 1 year after awarded provided no litigation is pending and awards posted to student record, where applicable.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT AWARD RECORDS: FELLOWSHIP/HONORS – DENIED  (Schedule UF 235 Item 2)
This record series consists of records documenting applicants for dissertation fellowships and undergraduate research symposium awards. May include but is not limited to application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation.
RETENTION:
a) Record copy. 1 year after application deadline provided no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT BODY ELECTIONS RECORDS  (Schedule 164 Item 13)
This series consists of results of the Student Body Elections. Official record contained in the Senate Files. Ballots are destroyed once results are verified by the Student Senate.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

STUDENT BODY PRESIDENT RECORDS  (Schedule 164 Item 14)
This series documents the tenure of the president of the student body, and includes but is not limited to committee files, correspondence, and reports.
RETENTION:
a) Record copy. Permanent – Transfer to the University Archives.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT BODY PRESIDENT YEAR END REPORT  (Schedule 164 Item 15)
This series consist of the year reports filed by the Student Body President.
RETENTION:
a) Record copy. Permanent – Transfer to the University Archives.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT CHARGE RECORDS  (Schedule 125 Item 53)
This series is a form that documents fees collected as a result of student work. Students get credit for their work but no money. Monies go to the school.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT COUNSELING RECORDS: GRADUATE  (Schedule GS5 Item 28)
This record series consists of transcripts, grade reports, personal data sheets, appointment and advertisement slips, correspondence and other documents pertaining to individual students.
RETENTION:
a) Record copy. 1 year after graduation, transfer or withdrawal.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
STUDENT COUNSELING RECORDS: WITHDRAWAL  (Schedule GS5 Item 29)
This record series consists of withdrawal records which includes transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students.
RETENTION:
  a) Record copy. 3 years after transfer or withdrawal.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS  (Schedule GS5 Item 89)
This record series consists of admissions applications, correspondence, drop/add forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. These records relate to the maintenance of the active student record.
RETENTION:
  a) Record copy. 5 years after graduation, transfer or withdrawal provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT EMPLOYMENT RECORD  (Schedule GS5 Item 90)
This record series consists of documentation for student OPS and College Work Study and may include but is not limited to the student assistant employment forms, W-4 card, copy of social security card, clearance for student employees’ salary, justification letter, work permits, and evaluative material.
RETENTION:
  a) Record copy. 3 fiscal years after termination of employment provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT FILES FOR MD/PHD PROGRAM  (Schedule 169 Item 32)
This series consists of a Health Center-wide research program for students getting both degrees, and may contain, but is not limited to, grants, applications, progress reports, and fellowships awarded.
RETENTION:
  a) Record copy. 5 years after student graduates or withdraws provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT GOVERNMENT ANNUAL BUDGET RECORDS  (Schedule 164 Item 16)
This series consists of the approved annual budget for Student Government.
RETENTION:
  a) Record copy. Permanent – Transfer to the University archives.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT LEGAL SERVICES RECORDS  (Schedule 164 Item 17)
This series consists of case files, budget information, and yearly reports of the student legal services office.
RETENTION:
  a) Record copy. 5 fiscal years after final disposition of case and appeal process has expired.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT LOAN JUDGEMENT RECORDS: PAID  (Schedule GS5 Item 1)
This record series consists of the documentation and supporting documents, which are generated subsequent to the judgment issued by courts against non-payment of student loans. The record series include the actual determination/judgment, resulting correspondence, as well as the documentation or record of payment satisfaction and other background.
RETENTION:
  a) Record copy. 5 years after requirement of payment provided audits have been released and no litigation is pending.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
STUDENT NEWSPAPERS  (Schedule GS5 Item 30)
This record series consists of copies of materials submitted by reports/students/faculty, layout sheets and other materials used in production.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS  (Schedule GS5 Item 31)
This record series consists of materials submitted by reporters/students/faculty, layout sheets and other materials used in production.
RETENTION:
a) Record copy. 30 days.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT ORGANIZATION FILES  (Schedule 164 Item 18)
This series consist of records of those organizations receiving funding from the Student Senate. May contain but is not limited to requests for funding, copies of charters, and correspondence.
RETENTION:
a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT PERFORMANCE EVALUATION COMMITTEE RECORDS: GRADUATED  (Schedule UF 232 Item 1)
This series consists of records documenting the Student Performance Evaluation Committee and includes minutes, correspondence, student records, and evaluation forms. This committee reviews dental students for academic probation.
RETENTION:
a) Record copy. Students who graduate: 1 year after graduation provided applicable audits have been released and no litigation is pending.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT PERFORMANCE EVALUATION COMMITTEE RECORDS: EXPELLED  (Schedule UF 232 Item 2)
This series consists of records documenting the Student Performance Evaluation Committee and includes minutes, correspondence, student records, and evaluation forms. This committee reviews dental students for academic probation.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT RECORDS – CONTINUING EDUCATION  (Schedule 125 Item 56)
These are records kept on students who attend continuing education workshops. Many dentistry professionals must take courses to maintain certification. Information on some participants are submitted to the Department of Professional Regulation, Board of Dentistry.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

STUDENT TRANSCRIPTS  (Schedule GS5 Item 91)
This record series consist of the official student record documenting courses taken, grades received and degree awarded.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
SUBJECT/REFERENCE FILES (Schedule GS1-SL Item 373)
This record series may contain copies of correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency or program unit. These records may have archival value.
RETENTION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SUBPOENAS (Schedule GS1-SL Item 374)
This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.
RETENTION:
a) Record copy. 1 anniversary year after compliance date specified in subpoena.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SURVEILLANCE RECORDINGS (Schedule GS1-SL Item 302)
This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.
RETENTION:
a) Record copy. 30 days.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SURVEYS: AERIAL (Schedule GS1-SL Item 303)
This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SURVEYS: RADIOLOGY (Schedule GS4 Item 106)
This record series consist of surveys which are necessary to evaluate radiation levels, concentrations or quantities of radioactive materials, and potential radioactive hazards that could be present. This also includes surveys of physical radiation for the purpose of determining whether each sealed source is in its shielded position prior to securing the radiographic device, storage container, or source changes in a storage area. The entire device is surveyed including the source guide tube. 10D-91.445 and 10D-91.471, F.A.C.
RETENTION:
a) Record copy. 3 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SUSPENSION RECORDS (Schedule GS5 Item 33)
This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports, and decisions. See also “DISCIPLINE RECORDS.”
RETENTION:
a) Record copy. 3 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT) (Schedule GS1-SL Item 304)
This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with s. 196.1995, F.S., Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related 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.

TAX SHELTER ANNUITIES (schedule GS5 Item 92)
This record series consists of computer listing in alphabetical order containing names of employee, social security number, and net amount of deductions taken during the month.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TELEPHONE ACCOUNT ACTIVITY LOGS (Schedule 139 Item 25)
This series consists of log sheets listing orders for telephone installations, repairs, movement, and additions for each telephone account number and the date of service.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TELEPHONE CALL RECORDS (Schedule GS1-SL Item 28)
This record series consists of documentation of long distance calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. The series does not include telephone messages.
RETENTION:
a) Record copy. 1 fiscal year provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TEST PROCEDURES: DISCONTINUED (Schedule GS4 Item 103)
This record series consists of a copy of each procedure with the dates of its initial use and discontinuance. The procedure may explain, but is not limited to, the methodology of the test, the results sought, the positions who perform the test, possible side effects, and any necessary equipment. 59A-6.022, F.A.C. and s. 95.11 F.S.
RETENTION:
a) Record copy. 4 years after discontinued.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TESTING: ENTRY CONTROL DEVICES (Schedule GS4 Item 114)
This record series consists of documents which record the testing of the entry control devices to secure areas, housing high levels of radiation. These records must include the date, time and results of each test. Testing shall be conducted prior to initial operation and a schedule of periodic testing for the entry control and warning systems will be followed by the radiology section. 10D-91.449 and 10D-91.478, F.A.C.
RETENTION:
a) Record copy. 3 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
TESTING: SEALED SOURCES (Schedule GS4 Item 105)
This record series consists of documentation on the testing of sealed sources of radiation by the radiology department for leaks or contamination. These records would contain the date and time of the test, the name of who performed the test, the sources tested, the results of the test, the levels of radiation found, and the action taken by staff. 10D-91.472, F.A.C.
RETAIENION:
a) Record copy. 3 years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TICKETS (SOLD) REPORTS (Schedule GS5 Item 93)
This record series consists of reports of tickets sold for various events sponsored by the college in accordance with policies and procedures of the district board of trustees.
RETAIENION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TISSUE TRACKING SYSTEM (Schedule GS4 Item 99)
This record series consists of all documents in the centralized tracking system which records the receipt and disposition of all organs and tissues transplanted within the hospital. At a minimum, the system will include the following records: the organ or tissue type; the donor id number; the name and license number of the procurement or distribution facility which supplied the tissue/organ; recipient name and id number; name of transplanting doctor; date the organ/tissue was received by the hospital; and the date of the transplant. This information may be provided quarterly to an organ or tissue procurement service. 59A-3.214, F.A.C. This series may have archival value.
RETAIENION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TRAFFIC ACCIDENT REPORTS (Schedule GS1-SL Item 306)
This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.
RETAIENION:
a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TRAINING & LICENSE RECORDS: RADIOLOGY (Schedule GS4 Item 100)
This record series consists of the credentials, licenses, and certifications of each person providing diagnostic and therapeutic radiation, imaging, and nuclear medicine services including formal training, on the job education, and continuing educational credits. 59A-3.228, F.A.C. and s. 95.11, F.S.
RETAIENION:
a) Record copy. 7 years after separation or termination of employment.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

TRAINING MATERIAL RECORDS (Schedule GS1-SL Item 147)
This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. These records may have archival value.
RETAIENION:
a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
TRAINING RECORDS: INSTRUCTOR  
(Schedule GS5 Item 34)
This record series consists of a record for each course that is taught by the college. It may include the schedules, course material and any other development material.

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

TRANSCRIPT RELEASE FORMS  
(Schedule GS5 Item 95)
This record series consists of transcript release documents which are by s. 228.093(3)(d), F.S. to be completed and signed by the student, or the parent or guardian, if the student is under the age of eighteen. These forms contain written consent for release of transcripts. They are a requirement for community colleges and institutions of higher learning within the State University System.

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

TRANSITORY MESSAGES  
(Schedule GS1-SL Item 146)
This record series consists of records that are created primarily to communicate information of short-term value. “Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency sponsored events such as exhibits, lectures, workshops, etc. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures certify a transaction, or become a receipt.

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

TRAVEL RECORDS  
(Schedule GS1-SL Item 52)
This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances. Copies of supporting documents such as itineraries, etc. may also be included. See also “DISBURSEMENT RECORDS: DETAIL.”

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

UFFI-1 FORMS: MINOR BUILDING PROJECTS RECORDS  
(Schedule 139 Item 26)
This series contains records of building projects funded at less than $100,000. Consists of, but is not limited to, building plans, correspondence, project proposals, reports, and UFFI-1 Forms.

RETENTION:
a) Record copy. Retain for life of the building.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

UNCLAIMED PROPERTY RECORDS  
(Schedule GS1-SL Item 309)
This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by s. 717.117, F.S., for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), F.S., Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION:
a) Record copy. 5 anniversary years after the property becomes reportable.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
UNEMPLOYMENT COMPENSATION RECORDS  
This record series consists of the agency’s copies of Employers Quarterly Reports (UCT-6) to the Department of Revenue as required by Rule 60BB-2.025, F.A.C., Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment benefits due to applicants. The records may also include receipts and statements of charges.  
RETENTION:
- Record copy. 3 fiscal years provided applicable audits have been released.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

UNIVERSITY PRESS OF FLORIDA RECORDS  
This series contains the master record of the University Press of Florida and may contain, but is not limited to, budget records, Board of Regents records and property inventory records. These records may have archival value.  
RETENTION:
- Record copy. 3 fiscal years provided applicable audits have been released.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

UTILIZATION LOGS: RADIOLOGY  
This record series consists of current logs which show each source of radiation a detailed description or the make and model number for the sources or the storage container in which the sealed source is located, the identity of the radiographer to whom the source is assigned, and the locations and dates of the use. 10D-91.509 and 59A-3.228, F.A.C.  
RETENTION:
- Record copy. 2 years.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VEHICLE ACCIDENT RECORDS  
This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, s. 95.11(3), F.S.  
RETENTION:
- Record copy. 4 anniversary years provided applicable audits have been released.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VEHICLE RECORDS  
This record series consists of records documenting each vehicle owned by the agency, including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle.  
RETENTION:
- Record copy. 1 anniversary year after disposition of vehicle provided applicable audits have been released.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VENDOR FILES  
This record series consist of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.  
RETENTION:
- Record copy. 3 fiscal years provided applicable audits have been released.
- Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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VENDOR LAW COMPLIANCE RECORDS (Schedule UF 229 Item 1)
This series consists of a computer generated report listing names and LP numbers of employees who are responsible for signing off on vouchers. This report is sent from Personnel Services to each department. Each Departmental Administrator signs the report, which is then sent back to Personnel Services. This report is used to update the position descriptions of employees to reflect these duties. Also included in this series are the Employee Acknowledgement Statements, which are signed annually by employees responsible for signing off on vouchers. These statements are required in compliance with F.S. 215.422(9).
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT (Schedule GS1-SL Item 243)
This record series consists of written responses to requests for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for each verification and responses that are made verbally over the telephone.
RETENTION:
a) Record copy. 90 days.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VETERANS RECORDS: EDUCATIONAL ASSISTANCE (Schedule GS5 Item 94)
This record series consists of a file for each veteran and eligible person certified to receive Veterans administration educational assistance. The retention period mentioned below for the record copy was established pursuant to Section 38 CFR 21.4209.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VISITOR/ENTRY LOGS (Schedule GS1-SL Item 54)
This record series consists of records documenting visitors’ and employees’ entry into an agency’s building or other facility. The log might require a time, date, name, signature, reason for visit, and location and/or person visited.
RETENTION:
a) Record copy. 30 days.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

VOUCHERS: FEDERAL PROJECT PAID (Schedule GS1-SL Item 156)
This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also “PROJECT FILES: FEDERAL.”
RETENTION:
a) Record copy. 5 fiscal years after completion or termination of project.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

WHISTLE BLOWER INVESTIGATIVE RECORDS (Schedule GS1-SL Item 376)
This record series consists of complete case files of both substantiated and unsubstantiated formal and informal “Whistle Blower” cases investigated or released by the Office of the Inspector General of any agency. The record series includes, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to ss. 14.32, 20.055, 112.3187-31895, and 119.07(6)(w), F.S. See also “INVESTIGATIVE RECORDS.” These records may have archival value.
RETENTION:
a) Record copy. 5 anniversary years after case closed or conclusion of any litigation that may ensue provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
WITHDRAWAL RECORDS  
(Schedule GS5 Item 35)  
This record series consists of cards submitted by student through instructor to withdraw from a class or classes.  
RETENTION:  
a) Record copy. 5 years after transfer or withdrawal.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

WORK ORDERS  
(Schedule GS1-SL Item 141)  
This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order includes dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. See also “EQUIPMENT/VEHICLE MAINTENANCE 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.

WORK SCHEDULES  
(Schedule GS1-SL Item 289)  
This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.  
RETENTION:  
a) Record copy. 1 fiscal year after obsolete or superseded provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

WORKERS’ COMPENSATION RECORDS  
(Schedule GS1-SL Item 55)  
This record series documents employee injuries or illness where a Workers’ Compensation claim is made. The series consist of the first report of injury forms and any other employer’s reports including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, log and Summary of Work-Related injuries and illnesses; OSHA Form 301, injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. Retention is pursuant to OSHA’s recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational injuries and Illnesses – Retention and Updating. See also “INJURY RECORDS.”  
RETENTION:  
a) Record copy. 5 calendar years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

X-RAY FILM  
(Schedule GS4 Item 78)  
This record series consists of developed x-ray film which may have been interpreted by a radiologist. Interpretations of these films may be found in the Patient Medical Record. These films can cover any disease or injury except tuberculosis. Mammograms of returning patients are included in this series. Mammograms of one-time-visitors are located under schedule GS4 item 90, Mammogram Film: Single Visit.  
RETENTION:  
a) Record copy. 7 years.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

X-RAY LOGS  
(Schedule GS4 Item 98)  
This record series consists of a log for each x-ray device which records the name of the patient, the type of examination, the dates of the exam, and the technician performing the service. When the patient or film must be provided with human auxiliary support, the name of the human holder shall be recorded as well. 10D-91.603 and 59A-3.228, F.A.C.  
RETENTION:  
a) Record copy. 7 years after last entry.  
b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.
ZONING VARIANCE RECORDS (Schedule GS1-SL Item 312)
This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

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

911 RECORDS: LOGS (Schedule GS1-SL Item 377)
This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system such as the Automatic Number Indicator System (ANI). See also “COMMUNICATIONS AUDIO RECORDINGS” and “RADIO LOGS.”

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