

Risk Management/ Security/Insurance Records

Access Control Records

Schedule GS1-SL Item #189

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

Retention Period: 1 anniversary year after superseded or access rights terminated.

Activity Logs

Schedule GS2 Item #34

This record series consists of daily logs documenting all activities occurring during a shift in a law enforcement agency or correctional or detention facility. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under General Records Schedule GS1-SL for State and Local Government Agencies, Item #124, “OPERATIONAL AND STATISTICAL REPORTS.”

Retention Period: 1 anniversary year.

Alarm And emergency Contact Records

Schedule GS2 Item #4

This record series consists of alarm registration records and associated emergency contact information. The series may include forms completed by a business or residential owner naming emergency contacts, name of owner of business or residence, type of alarm, location of safe, and alarm company name. These records are used to contact a business or residence owner if the owner’s property is vandalized or damaged. These records also enable the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may also include emergency contact information for the company that installed the alarm system. See also “SPECIAL WATCH RECORDS.”

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Auction Records

Schedule GS2 Item #10

This record series documents the sale at public auction of abandoned and unclaimed articles (e.g., vehicles, bicycles, surfboards) and found property. The records may include a list of abandoned, unclaimed, and found articles and property, the advertisement of public sale, and the auction receipt form reporting money received for items sold at auction. Public sales of abandoned or lost property are pursuant to Section 705.103, Florida Statutes, Procedure for abandoned or lost property. See also “PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED.”

Retention Period: 5 fiscal years after transaction completed.

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 Period: Retain each audit trail entry as long as the record to which the entry relates.

Audit Trails: Routine Administrative Information Systems

Schedule GS1-SL Item #394

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

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Be On The Lookout (BOLO) Records

Schedule GS2 Item 311

This record series consists of records compiled when a "Be On the Lookout" (BOLO) is requested. The BOLO form is completed to provide uniformity in communicating the necessary information and may continue to be used for in-house information. The series may also include photographs, license plate records, vehicle description and other related information. See also "BULLETINS: DAILY."

Retention Period: Retain until request is rescinded or satisfied.

Bulletins: Daily

Schedule GS2 Item #33

This record series consists of bulletins that communications dispatchers prepare daily to provide basic information to the officers. Each bulletin covers a 24-hour period and indicates officers on duty, vehicle assignments, and any special messages such as descriptions of suspicious persons. See also "BE ON THE LOOKOUT (BOLO) RECORDS."

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Code Sheets

Schedule GS2 Item #20

This record series consists of code sheets that are used to transmit statistical information for crime prevention. Codes might be referred to by other names, such as nature codes or disposition codes.

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Communications Audio Recordings

Schedule GS1-SL Item #335

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

Retention Period: 30 days.

Complaint/Incident Logs

Schedule GS2 Item #24

This record series lists all complaints or incidents to which a unit or officer responded. The log shows such information as name(s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records may be generated from Computer Aided Dispatch (CAD) systems or other similar systems. See also "COMPLAINT/INCIDENT REPORTS."

Retention Period: 2 anniversary years after last entry.

Complaint/Incident Reports

Schedule GS2 Item #25

This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide such information as date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident Report" or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, Florida Statutes. If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable Criminal Investigative Records item. See also "COMPLAINT/INCIDENT LOGS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

Retention Period: 4 anniversary years after complaint/incident closed.

Disaster Preparedness Drill Records

Schedule GS1-SL Item #259

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

"DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."

Retention Period: 2 calendar years provided reviews have been conducted.

Disaster Preparedness Plans

Schedule GS1-SL Item #201

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

"DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS."

These records may have archival value.

Retention Period: 5 fiscal years after superseded or becoming obsolete. State agencies must contact the State

Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

Disaster Relief Records

Schedule GS1-SL Item #321

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

Retention Period: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

Drug Test Case Files

Schedule GS1-SL Item #260

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

Retention Period: 5 anniversary years after final action.

Drug Test Program Administration Records

Schedule GS1-SL Item #262

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

Retention Period: 5 anniversary years.

Emergency Operations Records: Five Year Strategic Plan

Schedule GS1-SL Item #266

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency; this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

Retention Period: 3 anniversary years after plan expires.

Emergency Operations Records: Registry of Special Needs or Transportation Clients

Schedule GS1-SL Item #267

This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), Florida Statutes, Emergency Management, Registry of persons with special needs; notice; registration program, which requires that "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS."

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Emergency Operations Records: Shelter Inspections

Schedule GS1-SL Item #268

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and

specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, Florida Statutes, Emergency Management, Public shelter space.

Retention Period: 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

Environmental Regulation Compliance Records

Schedule GS1-SL Item #167

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

Retention Period: 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

Examination Records: Criminal Justice Training Center/Schools

Schedule GS2 Item #170

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

Retention Period: 2 anniversary years from the date examination is completed.

Exposure Records

Schedule GS1-SL Item #227

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

Retention Period: 30 anniversary years.

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 Period: 5 fiscal years.

Field Interrogation Reports

Schedule GS2 Item #43

This record series consists of reports completed by officers relating to momentary detention of suspicious persons or vehicles. The activity is not of a criminal nature, and no arrests are made or other reports filed. The reports may contain such information as the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name(s) of associate(s), officer's name, and reason(s) stopped. This series may also include follow-up

documentation regarding the field interview(s). The information may be shared between agencies for its intelligence value. See also “WARNING TICKETS.”

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Firearm Qualifications Records

Schedule GS2 Item #48

This record series documents each law enforcement officer’s qualifications to carry a firearm. Rule 11B-27.00212(14), Florida Administrative Code, Maintenance of Officer Certification, requires that officers document their firearms qualifications every two years and that the documentation be “maintained in the officer’s employment file.”

Retention Period: Retain as long as applicable Personnel Records item from General Records Schedule GS1-SL for State and Local Government Agencies or “PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY.”

Health Records: Blood Borne Pathogen/Asbestos/Exposure

Schedule GS1-SL Item #350

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

Retention Period: 30 years after any manner of separation or termination of employment.

Incident Report Files

Schedule GS1-SL Item #241

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

Retention Period: 4 anniversary years from date of incident.

Injury/Illness Records

Schedule GS1-SL Item #188

This record series consists of investigations, logs and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers’ Compensation claims, see also “WORKERS’ COMPENSATION RECORDS.” For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH

RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses, Retention and updating. See also "INCIDENT REPORT FILES."

Retention Period: 5 calendar years.

**Inspection Records: Fire/Security/Safety/Health
Schedule GS1-SL Item #193**

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

Retention Period: 4 calendar years after inspection.

**Inspection Reports: Fire Extinguisher
Schedule GS1-SL Item #219**

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

Retention Period: 1 anniversary year or life of equipment, whichever is sooner.

**Inspection/Maintenance Records: Bridge
Schedule GS1-SL Item #276**

This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.

Retention Period: Retain for life of structure.

**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. See also "PERMITS: BUILDING."

Retention Period: 3 fiscal years.

**Insurance Records: Agency
Schedule Gs1-SI Item #111**

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

Retention Period: 5 fiscal years after final disposition of claim or expiration of policy.

**Inventory: Agency Property
Schedule GS1-SL Item #40**

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

Retention Period: 3 fiscal years.

Liability Waivers

Schedule GS2 Item #65

This record series consists of waivers releasing the law enforcement agency from any and all liability claims for activities undertaken by the agency in performing law enforcement/safety functions (for instance, unlocking a car door using a slim jim). See also "CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS" and "WAIVER FORMS: RELEASE OF INFORMATION."

Retention Period: 4 anniversary years.

Lost and Found Records

Schedule GS1-SL Item #354

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

Retention Period: 3 fiscal years.

National Flood Insurance Program Records: Community Rating System

Schedule GS1-SL Item #355

This series consists of records relating to the Federal Emergency Management Administration's voluntary Community Rating System (CRS) program, an incentive program allowing for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification

forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

Retention Period: Retain for duration of participation in program.

National Flood Insurance Program Records: Flood Mitigation Assistance Program Records

Schedule GS1-SL Item #356

This series consists of records documenting federally funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c, Mitigation Assistance, and 4104d, National Flood Mitigation Fund. See 44CFR, Emergency Management and Assistance.

Retention Period: PERMANENT.

National Flood Insurance Program Records: Flood Plain Construction Authorization Records

Schedule GS1-SL Item #357

This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

Retention Period: PERMANENT.

Noise Exposure Measurement Records

Schedule GS1-SL Item #283

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

Retention Period: 2 anniversary years.

Parking Decal/Permit Records: Employees**Schedule GS1-SL Item #127**

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

Retention Period: 2 fiscal years after expiration or cancellation of parking privileges.

Parking Tickets: Fine Assessed**GS5 Item #103**

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

Retention Period: 5 fiscal years provided applicable audits have been released.

Parking Tickets: No Fine Assessed**GS5 Item #104**

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

Retention Period: 180 days after ticket issued.

Physical Force Records**Schedule GS2 Item #77**

This record series consists of reports by law enforcement officers, correctional officers, or employees who apply physical force to a citizen, prisoner, or arrestee. The reports contain a statement of the force used and the circumstances under which it was used. These may also be referred to as Levels of Resistance reports. The retention period is based on the Statute of Limitations for negligence, Section 95.11, Florida Statutes. See also "INTERNAL INVESTIGATION RECORDS" items.

Retention Period: 4 anniversary years after incident.

Property Records: Seized/Abandoned/Forfeited**Schedule GS2 Item #27**

This record series consists of itemized records of all property held by the law enforcement agency pursuant to Chapter 705, Florida Statutes, Lost or Abandoned Property; Section 790.08, Florida Statutes, Taking possession of weapons and arms; reports; disposition; custody; and Sections 932.703, 932.704, and 932.7055, Florida Statutes, regarding procedures for forfeiture and disposition of contraband articles. The retention is based on Section 95.11(3)(h), Florida Statutes, the Statute of Limitations for actions on taking, detaining, or injuring personal property. See also "AUCTION RECORDS," "EVIDENCE PROCESSING RECORDS," and "INMATE INCARCERATION RECORDS."

Retention Period: 4 anniversary years after disposition of property.

Radio Logs**Schedule GS1-SL Item #292**

This record series consists of a log recording such information as 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 for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

Retention Period: 1 fiscal year.

Registrations: Firearms/Weapons

Schedule GS2 Item #49

This record series documents firearms and weapons owned by the law enforcement agency or documented under the provisions of Section 790.335(3), Florida Statutes, Prohibition of registration of firearms – Exceptions, such as weapons reported stolen or used in a crime.

Retention Period: Retain as long as the property it relates to or until termination of employment of officer/employee owning weapon.

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 . . ." (29CFR1910.134(c)(1), Respiratory protection program). 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 Period: Retain until the next fit test is administered OR 4 anniversary years after any manner of separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

Security Screening Records

Schedule GS1-SL Item# 369

This record series consists of records documenting security screenings/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. **NOTE:** Public schools must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with Florida Statutes.

Retention Period: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

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, and in public roadways such as intersections monitored by red light cameras). 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 Period: 30 days.

Telecommunications Terminal Logs

Schedule GS2 Item #98

This record series consists of a log documenting entries made by agency personnel into the telecommunications system, including daily activity and messages received or transmitted. See also "TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES."

Retention Period: 1 anniversary year after transmittal.

Training Records: Instructor

Schedule GS2 Item #105

This record series documents each course taught by the law enforcement agency. It may include the schedules, course material, and any development material. These records relate to in-service training programs provided pursuant to Section 943.175, Florida Statutes, Inservice training. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL

DEPUTY” or applicable “PERSONNEL RECORDS” item in General Records Schedule GS1-SL for State and Local Government Agencies.

Retention Period: 2 anniversary years after training.

Trespass Warning Authorization Forms

Schedule GS2 Item #106

This record series documents agreements between law enforcement agencies and property owners to issue trespass warnings. See also “SPECIAL WATCH RECORDS” and “WARNING TICKETS.”

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Uniform Clothing Records

Schedule GS2 Item #108

This record series documents uniform items issued to law enforcement personnel. These records can also be used to authorize issuance of specified items by an authorized vendor.

Retention Period: 1 fiscal year after items returned or determination that return is not possible.

Vehicle Accident Records

Schedule GS1-SL Item #78

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

Retention Period: 4 anniversary years.

Visitor/Entry Records

Schedule GS1-SL Item #54

This record series consists of logs or other records documenting visitors’ and employees’ entry into an agency’s building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also “ACCESS CONTROL RECORDS.”

Retention Period: 30 days.

Waiver Forms: Release of Information

Schedule GS2 Item #114

This record series consists of waivers submitted to law enforcement agencies by crime victims, witnesses, juveniles, and others authorizing agencies to release information regarding themselves. The waiver informs the individuals that they are waiving any public records exemption status provided for by Chapter 119, Florida Statutes, Public Records, or any other Florida statute or administrative rule. See also “LIABILITY WAIVERS.”

Retention Period: 4 anniversary years.

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 consists of the first report of injury forms and any other employer’s reports and associated documentation, 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 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA’s recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also “INJURY/ILLNESS RECORDS.”

Retention Period: 5 calendar years.

Wrecker Service Records**Schedule GS2 Item #118**

This record series documents the law enforcement agency's requests for wreckers to tow vehicles. The records provide such information as the date and time of request; zone or unit; wrecker service requested and by whom; wrecker service responding; whether wrecker called was by utilization of a rotation list or at the vehicle owner's request (to verify fairness in wrecker company usage if contested); and remarks. The series may also contain the wrecker rotation list, the wrecker company's towing and storage rates, and notification to the law enforcement agency when a vehicle is towed from private property in compliance with Section 715.07(2), Florida Statutes, Vehicles or vessels parked on private property; towing.

Retention Period: 1 fiscal year.

911 Communication Records**Schedule GS1-SL Item #434**

This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records 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 recordings should be retained for further investigation. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 RECORDS: LOGS."

Retention Period: 30 days.