

Administrative Related (Including Accreditation/Reports) / Legal Services

Accreditation Records

Schedule GS5 Item #96

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

Retention Period: 5 fiscal years then transfer to applicable agency provided applicable audits have been released.

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. See also "ACCREDITATION RECORDS" and "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS."

Retention Period: 10 anniversary years after final action provided applicable audits have been released.

Accreditation Records: Supporting Documents

Schedule GS5 Item #39

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

Retention Period: 1 anniversary year after accredited.

Administrative Convenience Records

Schedule GS1-SL Item #2

This record series consists of DUPLICATES of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT** use this item if records fall under a more appropriate retention schedule item.

Retention Period: Retain until obsolete, superseded, or administrative value is lost.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, or use Purchasing Records for records relating to purchase of office supplies; etc.

Retention Period: 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 officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. 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 (including electronic communications); 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 Period: 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.

Advertisements: Legal

Schedule GS1-SL Item #25

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, Florida Statutes, Legal and Official Advertisements, or that have appeared in the Florida Administrative Register or Florida Administrative Weekly as stipulated in Section 120.525(1), Florida Statutes, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any 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 Period: 5 fiscal years.

Annual Reports: Departmental

Schedule GS5 Item #43

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

Retention Period: 3 fiscal years.

Annual Reports: Federally Funded Programs

Schedule GS5 Item #44

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

Retention Period: 3 anniversary years.

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 annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is NOT the annual financial report required under Section 218.32, Florida Statutes, nor is it the annual financial audit report required under Section 218.39, Florida Statutes, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also “ANNUAL REPORTS: COUNTY GOVERNMENT,” “AUDITS: AUDITOR GENERAL,” “AUDITS: INDEPENDENT,” and “FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS.” **These records may have archival value.**

Retention Period: PERMANENT. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

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 as long as the record 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. (OSA)

Audits: Auditor General

Schedule GS1-SL Item #8

This record series consists of reports issued by the Auditor General to establish the position of the audited agencies against their performance standards. These records are created pursuant to Section 11.45, Florida Statutes, Definitions; duties; authorities; reports; rules. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." **These records may have archival value.**

Retention Period: 10 fiscal years after audit report release date. **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.**

Audits: Independent

Schedule GS1-SL Item #56

This record series consists of reports, including any appropriate financial statements, issued by an independent auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to Section 11.45, Florida Statutes, Definitions; duties; authorities; reports; rules, and/or Section 215.97, Florida Statutes, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

Retention Period: 10 fiscal years after audit report release date.

Audits: State/Federal

Schedule GS1-SL Item #83

This record series consists of reports issued by a federal or state auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to Section 11.45, Florida Statutes Definitions; authorities; reports; rules. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." **These records may have archival value.**

Retention Period: 10 fiscal years after audit report release date. **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.**

Audits: Supporting Documents

Schedule GS1-SL Item #57

This record series consists of the documentation and supporting documents used to develop audit reports, including all bills, accounts, transaction records, reports or other related documentation. The audits may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

Retention Period: 5 fiscal years after audit report release date.

Ballots

Schedule GS1-SL Item #397

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, Florida Statutes, use **MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)**. **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use **General Records Schedule GS3 for Election Records**.

Retention Period: 30 days after vote count or cancellation of election.

Bargaining Records

Schedule GS1-SL Item #87

This record series consists of contracts and supporting documentation related to contracts or agreements between public agencies and labor organizations or employee unions.

Retention Period: 5 fiscal years after expiration or cancellation of contract.

Cabinet Affairs Files

Schedule GS1-SL Item #11

This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida's record copy is held by the Executive Office of the Governor until transferred to the State Archives of Florida. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENT)" **These records may have archival value.**

Retention Period: Record copy (Governor's Office). **PERMANENT** Contact the State Archives of Florida for transfer to Archives after 5 years.

Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost..

Calendars

Schedule GS1-SL Item #89

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."

Retention Period: 1 anniversary year.

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. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS." **These records may have archival value.**

Retention Period: PERMANENT.

Citizen Support Organization/Direct Support Organization Report Files

Schedule GS1-SL Item #418

This record series consists of reports submitted by citizen support organizations and direct support organizations pursuant to Section 20.058, Florida Statutes, Citizen support and direct-support organizations. The series documents such information as the organization's name, mailing address, telephone number and website address; the statutory authority or executive order pursuant to which the organization was created; a brief description of the organization's mission and

results of its efforts; a brief description of the future plans of the organization; a copy of the organization's code of ethics; and copy of the organization's most recent federal Internal Revenue Service Return of Organization Exempt from Income Tax form.

Retention Period: 5 fiscal years from date of report.

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, or other such groups. 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. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS."

Retention Period: 3 fiscal years after term of office ends or committee/board is abolished.

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, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."

Retention Period: 4 anniversary years after appointment and any litigation is resolved.

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. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES" and "GRIEVANCE FILES."

Retention Period: 1 anniversary year after resolved.

Contracts/Leases/Agreements: Capital Improvement/Real Property

Schedule GS1-SL Item #64

This record series consists of legal documents, correspondence, reports, and other records documenting 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," "realty," and "real property" may be used interchangeably. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

Retention Period: 10 fiscal years after completion or termination of contract/lease/agreement.

Contracts/Leases/Agreements: Non-Capital Improvement

Schedule GS1-SL Item #65

This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of contracts, leases, or agreements to which the agency is a party other than those involving capital improvement/real property. In addition, it includes the various contracts, leases or agreements entered into for goods and services, such as contracted legal services, the purchase of gas and fuel oil, annual purchases of inventory-

maintained items, and customer/client agreements. See also “CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY” and “BARGAINING RECORDS.”

Retention Period: 5 fiscal years after completion or termination of contract/lease/agreement.

Copyright Release/Authorization Documentation

Schedule GS1-SL Item #337

This record series consists of releases or other documentation authorizing the agency to reproduce, distribute or publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

Retention Period: PERMANENT.

Correspondence and Memoranda: Administrative

Schedule GS1-SL Item #17

This record series consists of correspondence and memoranda of a general nature that are associated with administrative practices or routine office activities and issues but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also “CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT,” “DIRECTIVES/POLICIES/PROCEDURES,” and “INFORMATION REQUEST RECORDS.” **These records may have archival value.**

Retention Period: 3 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.**

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. See also “ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER,” “CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE,” and “DIRECTIVES/POLICIES/PROCEDURES.” **These records may have archival value.**

Retention Period: 5 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.**

Deferred Compensation Summary 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 Period: Retain until obsolete, superseded, or administrative value is lost.

Directive/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 that 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, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also “ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER,” “CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE,”

“CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT,” “DISASTER PREPAREDNESS PLANS,” and “DISASTER PREPAREDNESS DRILL RECORDS.” **These records may have archival value.**

Retention Period: 2 anniversary 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.

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 Period: 10 anniversary years after obsolete or superseded. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Disciplinary Case Files: Employees

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, witnesses, 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 are 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 Period: 5 anniversary years after final action.

Discipline Records: Student (Major Offense)

Schedule GS5 Item #53

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

Retention Period: 5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record.

Discipline Records: Student (Minor Offense)

Schedule GS5 Item #54

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

Retention Period: 3 anniversary years after final action.

Discipline Records: Student (No Violation Found)**Schedule GS5 Item #98**

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

Retention Period: 60 days after dismissal of case.

Drafts and Working Papers**Schedule GS1-SL Item #242**

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 statements or major policy initiatives) should be placed under "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER" or other applicable record series.

Retention Period: 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 that 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 or other applicable item. These records may have archival value. **These records may have archival value.**

Retention Period: 3 fiscal years after completion of study. **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.**

Financial Disclosure Statements (Local Government)**Schedule GS1-SL Item #346**

This record series consists of personal financial information submitted to a local governing body by individuals hired, elected or appointed to local government office. The statements indicate such information as financial status, source(s) of income or other related information. **These records may have archival value.**

Retention Period: 10 fiscal years. **Agencies should ensure appropriate preservation of records determined to have long-term historical value.**

Financial Reports: Local Government Annual Reports**Schedule GS1-SL Item #107**

This record series consists of local government annual financial reports required by statute or rule, including those required by Section 218.32, Florida Statutes, Annual financial reports; local government entities; Section 218.39, Florida Statutes, Annual financial audit reports, and Chapters 10.550, 10.800 and 10.850 of the Rules of the Auditor General of the State of Florida; and Section 216.102, Florida Statutes, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. The series includes the reporting local government agency's copy as well as the copy received by the official filing agency. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)." **These records may have archival value.**

Retention Period: 10 fiscal years. **Agencies should ensure appropriate preservation of records determined to have long-term historical value.**

Financial Reports: Local Government Annual Reports (Supporting Documents)

Schedule GS1-SL Item #108

This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, Florida Statutes, Annual financial reports; local government entities; Section 218.39, Florida Statutes, Annual financial audit reports, and Chapters 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, Florida Statutes, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS."

Retention Period: 5 fiscal years.

Grievance Files

Schedule GS1-SL Item #110

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), Florida Statutes, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

Retention Period: 3 fiscal years after settlement.

Information Request Records

Schedule GS1-SL Item #23

This record series consists of correspondence and supporting documentation accumulated in answering inquiries from the public. The series may include requests for: inspection and/or copies of public records (public records requests), publications or services provided by the agency, 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 Period: 1 fiscal year.

Institutional Research Reports

Schedule GS5 Item #15

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

Retention Period: 10 fiscal years provided applicable audits have been released.

Investigative Records: Inspector General

Schedule GS1-SL Item #351

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, 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 Florida Statutes Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

Retention Period: 5 anniversary years after final action.

Legislation Records

Schedule GS1-SL Item #119

This record series documents the development or review of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. These records may have archival value.

These records may have archival value.

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

Lien Documentation Files

Schedule GS1-SI Item #405

This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.

Retention Period: 5 fiscal years after satisfaction of lien.

Litigation Case Files

Schedule GS1-SL Item #27

This record series consists of legal documents, notes, reports, background material, summonses and other related records created or received in preparing for or engaging in litigation of legal disputes. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "OPINIONS: LEGAL" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

Retention Period: 5 anniversary years after case closed or appeal process expired.

Lobbyist Registration Records

Schedule GS1-SL Item #387

This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity records, expense reports, and correspondence.

Retention Period: 5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.

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 Period: 1 calendar year after completion of data collection or release of report, whichever is later.

Minutes: Official Meetings

Schedule GS1-SL Item #32

This record series consists of the official record of official meetings, defined in Section 286.011(1), Florida Statutes, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken..." The series may 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; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, and reservations and confirmations, use “ADMINISTRATIVE SUPPORT RECORDS.” See also “CABINET AFFAIRS FILES,” “MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS),” “MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS),” “MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)” and “MINUTES: OTHER MEETINGS.” **These records may have archival value.**

Retention Period: PERMANENT. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

**Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)
Schedule GS1-SL Item #4**

This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records. See also “MINUTES: OFFICIAL MEETINGS,” “MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)” and “MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS).”

Retention Period: 2 anniversary years after adoption of the official minutes or certification of transcript.

**Minutes: Official meetings (Special Districts/Agency Support Organizations/Non-Policy Advisory Boards)
Schedule GS1-SL Item 424**

This record series consists of the official record of official meetings of special districts established by local ordinance or resolution, of agency citizen support organizations or direct support organizations, or of agency advisory boards that do not establish policy, rules or guidelines. Official meetings are defined in Section 286.011(1), Florida Statutes, Public meetings and records, 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, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken...” The series may 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; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings, such as venue information or directions, travel itineraries, and reservations and confirmations, use “ADMINISTRATIVE SUPPORT RECORDS.” See also “CABINET AFFAIRS FILES,” “MINUTES: OFFICIAL MEETINGS,” “MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS),” “MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)” and “MINUTES: OTHER MEETINGS.” **These records may have archival value.**

Retention Period: 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.

**Minutes: Official Meetings (Supporting Documents)
Schedule GS1-SL Item #123**

This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items. See also “CABINET AFFAIRS FILES,” “MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS),” “MINUTES: OFFICIAL MEETINGS,” “MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)” and “MINUTES: OTHER MEETINGS.”

Retention Period: 2 anniversary years after adoption of the official minutes or certification of transcript.

Minutes: Other Meetings
Schedule GS1-SL Item #33

This record series consists of minutes and all supporting documentation from meetings that are not official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records. **These records may have archival value.**
Retention Period: 1 anniversary year after date of meeting. 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.

Operational and Statistical Report Records
Schedule GS1-SL Item #124

This record series consists of narrative and statistical reports of office operations made within and between agency departments. The reports may be periodic (daily, weekly, monthly, semi-annual, annual, etc.) or done on an ad hoc basis. The series may also include activity reports demonstrating the productivity of individual employees or the work tasks completed 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. See also "MANAGEMENT SURVEYS/STUDIES: INTERNAL" and "PROJECT FILES" items.
Retention Period: 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. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." These records may have archival value.
Retention Period: PERMANENT. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

Opinions: Legal (Supporting Documents)
Schedule GS1-SL Item #125

This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." **These records may have archival value.**
Retention Period: 3 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.

Organization Charts
Schedule GS1-SL Item #126

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. See also "DIRECTIVES/POLICIES/PROCEDURES." **These records may have archival value.**
Retention Period: Retain until obsolete, superseded, or administrative value is lost. 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.

Proclamations
Schedule GS1-SL Item #142

This record series consists of a governing body's officially issued 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. See also “CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS,” “DIRECTIVES/POLICIES/PROCEDURES,” “ORDINANCES,” and “RESOLUTIONS.” **These records may have archival value.**

Retention Period: 2 calendar years after date of issuance. 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.

Public Information Files

Schedule GS1-SL Item #128

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, social media involvement and other activities. 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, applicable social media posts, 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 Period: 90 days. 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.

Public Program/Event Records

Schedule GS1-SL Item #238

This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, 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 the public can participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and 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 other documentation, such as sign in/out forms, parent/guardian authorizations and other related 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.

Retention Period: 5 fiscal years after completion of contract or program/event, whichever is later.

Publication Production Records

Schedule GS1-SL Item #198

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 Period: Retain until receipt of final, published copy or cancellation of publication project.

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 records may have archival value.**

Retention Period: PERMANENT. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

Resolutions: Special Districts/Agency Support Organizations/Non-Policy Advisory Boards
Schedule GS1-SL Item #429

This record series consists of formal expressions of opinion, intention or decision by a special district, agency support organization or non-policy advisory board concerning administrative matters before that body or relating to its area of responsibility. **These records may have archival value.**

Retention Period: 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.

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, but is not limited to, correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/ PROCEDURES" and "RESOLUTIONS."

Retention Period: 3 calendar years after date of resolution.

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 research materials used in developing the rule; Florida Administrative Register or 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 Section 120.54(8), Florida Statutes.

Retention Period: Retain as long as rule is in effect.

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 are 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 Period: Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/human resources office before disposition.

Subject/Reference Files
Schedule GS1-SL Item #373

This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."

These records may have archival value.

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

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. Do NOT use this item if records fall under a more appropriate retention schedule item requiring a longer retention, such as LITIGATION CASE FILES for cases in which the agency is a party.

Retention Period: 1 anniversary year after compliance date specified in subpoena.

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.**

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

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; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. 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 Period: 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 or by the agency official authorized to conduct such an investigation. The series may include, 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 Florida Statutes Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also “INVESTIGATIVE RECORDS: INSPECTOR GENERAL.” **These records may have archival value.**

Retention Period: 5 anniversary years after case closed or conclusion of any litigation that may ensue. **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.**