

Records Management

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.

Inventory: Agency Records

Schedule GS1-SL Item #319

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may also include documentation of transmittal of records to an offsite storage facility. See also "RECORDS RETRIEVAL/REFERENCE RECORDS."

Retention Period: Retain until obsolete, superseded, or administrative value is lost.

Micrographics: Quality Control Records

Schedule GS1-SL Item #282

This record series consists of test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), Florida Administrative Code. The series may also include related supporting documentation.

Retention Period: PERMANENT.

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 Records Exempt Status Notification and Redaction Requests

Schedule GS1-SL Item #392

This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under Florida Statutes Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other

applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

Retention Period: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

Records Disposition Documentation

Schedule GS1-SL Item #45

This record series documents the agency's disposition of its public records. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), Florida Administrative Code, which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

Retention Period: PERMANENT.

Records Management Compliance Statements

Schedule GS1-SL Item #322

This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-compliance with Florida's public records management statutes and Florida Administrative Code rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), Florida Administrative Code, which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

Retention Period: 1 fiscal year.

Records Retention Schedules: Agency Specific

Schedule GS1-SL Item #68

This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), Florida Administrative Code, Section 119.021(2)(a), Florida Statutes, and Section 257.36(6), Florida Statutes. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."

Retention Period: PERMANENT.

Records Retrieval/Reference Records

Schedule GS1-SL Item #295

This record series documents the retrieval and refile of records stored in a records management or archival facility. The series may include, but is not limited to, reference or retrieval requests/work orders, refile requests/work orders, and pull slips and/or "out cards." The records may indicate such information as name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refiled and by whom; whether anything was missing; and any additional information.

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

Rule Development Files**Schedule GS1-SL Item #367**

This record series documents the development and approval process for Florida Administrative Code rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and 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.

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.