

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

### **ABSENTEE EXCUSES AND ADMISSION SLIPS Item #1**

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

#### **RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.

### **ATHLETIC ELIGIBILITY RECORDS Item #116**

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

#### **RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.

### **ATTENDANCE RECORDS: STUDENT Item #9**

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

#### **RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.

### **CLINIC LOG Item #120**

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

#### **RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.

### **DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE) Item #26**

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

#### **RETENTION:**

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

### **DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE) Item #27**

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

#### **RETENTION:**

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

### **EMERGENCY NOTIFICATION RECORDS Item #122**

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

#### **RETENTION:**

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

**EXAMINATION MATERIALS: STANDARDIZED Item #28**

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

**RETENTION:**

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

**EXAMINATION REPORTS: STANDARDIZED Item #29**

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

**RETENTION:**

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

**EXAMINATION RESULTS: STANDARDIZED Item #124**

This record series consists of the final individual student results of standardized tests, including but not limited to state student assessment tests such as the Florida Comprehensive Assessment Test (FCAT), precursor tests such as the State Student Assessment Test (SSAT) and the High School Competency Test (HSCT), or other tests that might become incorporated into Florida's statewide assessment program. A copy of these results may be sent home with the student. This series does not include the results of practice tests or psychological testing.

**RETENTION:**

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

**EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS Item #125**

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

**RETENTION:**

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

**FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS Item #37**

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

**RETENTION:**

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

**FULL-TIME EQUIVALENCY RECORDS Item #154**

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

**RETENTION:**

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

**GRADE RECORDS: TEACHER GRADE BOOKS Item #59**

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

**RETENTION:**

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

**LESSON PLAN RECORDS Item #67**

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

**RETENTION:**

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

**MEDICAL/HEALTH CARE RECORDS: STUDENT Item #158**

This record series documents medical or health-related care, treatment, and screening provided to students by or in the school or child care setting. Records may be maintained at the school by a school nurse, physician, or other recognized medical practitioner. The records may include, but are not limited to, student identification; complaint or General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education

reason for seeking care; present illness; personal medical history; medical treatment information; and records of medication and dosage administered. The series also includes written notices from parents/guardians authorizing the school to administer prescription and nonprescription medicine to their child, and written notices from parents/guardians and doctors authorizing a student to self-administer medication. Please refer to Rule 65C-22.004, *Florida Administrative Code*, Health Related Requirements, for specific authorization requirements in child care settings. Retention is pursuant to Section 95.11, *Florida Statutes*, Statute of Limitations on medical malpractice.

**RETENTION:**

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

**REGISTRATIONS: ADULT AND CAREER EDUCATION Item #162**

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

**RETENTION:**

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

**REGISTRATIONS: K-12 Item #163**

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

**RETENTION:**

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

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

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

**RETENTION:**

- a) Record copy. 4 anniversary years after records released or last effective date of authorization, whichever is later.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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

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

**RETENTION:**

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

**SCHOOL CHOICE RECORDS Item #133**

This record series documents requests by students or parents/guardian's for transfer to a school of their choosing. This series may include applications, review of materials, parent's consent to provide the necessary transportation, General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education letters of approval or denial, and any supporting documentation. For school choice records that are connected to any funding program or source (e.g., Federal Title I), use the applicable item from the *General Records Schedule GS1-SL for State and Local Government Agencies* (for instance, GRANT FILES, "PROJECT FILES: FEDERAL," etc.).

**RETENTION:**

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

**This will work for all the Parent Involvement Records. Title I recommends 7 years**

**GRANT FILES Item #422** This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative and financial reports submitted by recipient agencies; and supporting documentation. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." These records may have archival value. **RETENTION: 5 fiscal years after completion of grant cycle or project, whichever is applicable. State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies should ensure appropriate preservation of records determined to have long-term historical value.**

## General Records Schedule GS1-SL for State and Local Government Agencies

### **ADMINISTRATIVE CONVENIENCE RECORDS 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:** Retain until obsolete, superseded, or administrative value is lost.

### **ADMINISTRATIVE SUPPORT RECORDS 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:** Retain until obsolete, superseded, or administrative value is lost.

### **AUDITS: SUPPORTING DOCUMENTS 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:** 5 fiscal years after audit report release date.

### **BANK/FINANCIAL ACCOUNT STATEMENTS Item #85**

This record series consists of monthly statements of bank/financial accounts and any related reconciliation records documenting debits, credits and account balances. See also "DISBURSEMENT RECORDS" items and "RECEIPT/REVENUE RECORDS" items.

**RETENTION:** 5 fiscal years.

### **BUDGET RECORDS: SUPPORTING DOCUMENTS Item #88**

This record series consists of any documentation relating to the development, modification or implementation of an agency's final approved budget. The series may include, but is not limited to, working papers, agency staff analyses, drafts, budget requests and other supporting documentation. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."

**RETENTION:** 3 fiscal years.

### **CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE 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:** 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.***

### **DISBURSEMENT RECORDS: DETAIL Item #340**

This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. The series may also include a copy of the agency's sales tax exemption form. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

**RETENTION:** 5 fiscal years after transaction completed.

**DISBURSEMENT RECORDS: DETAIL Item #340**

This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. The series may also include a copy of the agency's sales tax exemption form. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

**RETENTION:** 5 fiscal years after transaction completed.

**EMPLOYMENT APPLICATION AND SELECTION RECORDS Item #24**

This record series consists of all records that document the selection process and justify the selection decision, including, but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. **Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file.** See Sections 110.211 and 110.213, *Florida Statutes*, governing recruitment and selection in state employment; Section 760.11, *Florida Statutes*, Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rules 60L-29 through 60L-40, *Florida Administrative Code*, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

**RETENTION:** 4 anniversary years after personnel action provided any litigation is resolved.

**FINANCIAL ACCOUNT AUTHORIZATION RECORDS Item #84**

This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

**RETENTION:** 5 fiscal years after authorization superseded, expired, or canceled.

**PAYROLL RECORDS: SUPPORTING DOCUMENTS Item #195**

This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.

**RETENTION:** 5 fiscal years.

**PURCHASING RECORDS Item #42**

This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, copies of receiving reports, and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "DISBURSEMENT RECORDS: DETAIL."

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

**RECEIPT/REVENUE RECORDS: DETAIL Item #365**

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. **NOTE:** Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), *Florida Statutes*, Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

**RETENTION:** 5 fiscal years after transaction completed

**TELEPHONE CALL RECORDS Item #28**

This record series consists of logs or other documentation of telephone calls (landline or cellular) or facsimile transmissions (faxes) maintained in order to reconcile with telephone service bills/invoices or for general office administration purposes. The series does not include telephone messages.

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