DISTRICT SCHOOL BOARD OF PASCO COUNTY
RECORDS MANAGEMENT
REQUEST TO DISPOSE OF SCHEDULED RECORDS

MIS Form #547
Rev. 02/17

Department/School	**Submitted By (Administrator)**
Records Management	Denise Steuer, Senior Manager

Cost Center Contact Person & Phone Number Donna K.Taylor, 42623, dktaylor@pasco.k12.fl.us

6/30/2020
Date

DESTRUCTION OF RECORDS WITH A RETENTION VALUE

NEED PRIOR APPROVAL

Check only one: ☑ Destruction ☐ Scan and Destroy ☐ Other_____

General Record Schedule GS1 or GS7	Record Series Title	Item Number	Retention	Volume in Cubic Feet	Inclusive Dates
GS1	Bank/Financial Account Statements	85	5 fiscal years	1.5	7/1/2014-6/30/2015
GS1	Audits: Supporting Documents	57	5 fiscal years	3.0	7/1/2014-6/30/2015
GS1	Disbursement Records Detail	340	5 fiscal years	1.5	7/1/2014-6/30/2015
GS1	Payroll Records Supporting Documents	195	5 fiscal years	1.5	7/1/2014-6/30/2015
GS1	Purchasing Records	42	OSA	1.5	7/1/2017-6/30/2018
GS7	Full Time Equivalency Records	154	3 fiscal years	3.0	7/1/2016-6/30/2017
GS7	Attendance Records: Student	9	3 fiscal years	1.5	7/1/2016-6/30/2017
GS7	Field Trips/Student Activity Authorizations	37	EOY	1.5	7/1/2018-6/30/2019
GS7	Clinic Log	120	7 Anv. Years	1.5	7/1/2012-6/30/2013
GS7	Examination Materials: Standardized	28	90 days aft Post	1.5	7/1/2019-3/30/2020
GS7	Medical/Health Care Records: Student	158	7 Anv. Years	1.5	7/1/2012-6/30/2013
GS1	Grant Files (Parent Compacts, DO rec. hold 7 years)	422	5 fiscal years	1.5	7/1/2014-6/30/2015
GS7	Athletic Eligibility Records:Physical Evaluations	172	7 school years	1.5	7/1/2012-6/30/2013

TOTAL NUMBER OF BOXES MARKED **"DESTRUCTION OF CONFIDENTIAL RECORDS"**

15
Number of Boxes

TOTAL NUMBER OF BOXES MARKED **"DESTRUCTION OF RECORDS TO BE RECYCLED"**

Number of Boxes

Send completed form to Records Management for processing. Request must be submitted to Records Management and approved prior to disposal.