



## DISTRICT SCHOOL BOARD OF PASCO COUNTY RECORDS MANAGEMENT FORMS

### Records Management Request To Dispose of Scheduled Records MIS Form #547

Records Management Request to Dispose of Schedule Records, MIS Form #547 is used to request destruction for all records with a retention value. Use one form per request to destroy or scan. It is to be filled out by the cost center requesting the destruction of records and sent to Records Management for review and approval. All records with a retention value **CAN NOT** be destroyed without prior approval from the Information Services Records Management Liaison Officer.

**For student records - please refer to the District School Board of Pasco County, Student Services Policies and Procedures Manual.**

Refer to the General Records Schedule **GS7** or **GS1** to obtain the **Item Number, Record Series Title**, and **Retention** needed to complete MIS Form #547. Inclusive Date needs to be identified by the cost center and coincide with the retention period for that Record Series Title. For example if the retention period is 3 fiscal years, the records must be maintained for 3 fiscal years. This does not include the current fiscal year.

Retention schedules can be downloaded from the Florida Department of State - State Library & Archives of Florida web site:

<http://dos.myflorida.com/library-archives/records-management/>

#### **Establishing a Retention Schedule**

A school/district official examines the list of State approved retention schedules in GS1 for State and Local Government and GS7 for Public Schools. If the document does not fit any categories, the official should request from the Records Management Department at the District Office, the State's LS5E105REff.1-01, "Records Retention Schedule" form.

School/district official completes (instructions for preparing are on back of form) and returns the "Records Retention Schedule" to Records Management for processing.

Records Management issues a schedule number for the records retention and forwards to the Bureau of Archives and Records Management for approval. Upon approval from the Bureau, Records Management will forward copies for inclusion in the Records Management Manual, and file the master copy.

For Volume in cubic feet use the following conversion:

Letter-size, drawer or box	1.5 cu. ft.
Legal-size, drawer or box	2.0 cu. ft.
Letter-size, 36" shelf	2.0 cu. ft.
Legal-size, 36" shelf	2.5 cu. ft.
Magnetic Tapes (12)	1.0 cu. ft.
3 x 5 card, ten 12" rows	1.0 cu. ft.
3 x 5 card, five 25" rows	1.0 cu. ft.
4 x 6 card, six 12" rows	1.0 cu. ft.
5 x 8 card, four 12" rows	1.0 cu. ft.
Tab card, five 14" boxes	1.0 cu. ft.
Tab card, three 24" boxes	1.0 cu. ft.

MIS Form #547 is sent to Records Management requesting action from a cost center.

#### **PROCEDURE:**

Using the Florida Department of State Retention Schedule GS7 for Public Schools and the Retention Schedule GS1 for State and Local Government Agencies, cost center administrator completes MIS Form #547, District School Board of Pasco County, Records Management Request To Dispose of Scheduled Records.

The Records Management Department receives MIS Form #547 from the cost center requesting action and verifies the records and retention periods listed for destruction.

Using the MIS Form #547, Records Management completes MIS Form #549, District School Board of Pasco County, Records Disposition Document. The Records Disposition Document is returned to the cost center for verification by the administrator and signature.

Cost center then returns MIS Form #549 to Records Management for final approval by the Records Management Liaison Officer (RMLO). Records Management sends a copy of the approved MIS Form #549 to the cost center.

The cost center then performs the action only if the records are **NOT** confidential. All financial, personnel and student records are considered confidential and **MUST** be disposed through Records Management.

The cost center or Records Management signs and dates MIS Form #549 and returns to Records Management for documentation.

#### **DUPLICATE OSA DOCUMENTS:**

Do not have a retention and can be destroyed using the MIS Form #129 with the OSA/Duplicate Statement. **"These records are OSA/Duplicate information and not the official record copy with a retention value for pick-up for confidential destruction".**

List the number of boxes, a brief description, contact information, and the location for pickup. Please mark your boxes clearly Duplicate/OSA records for Confidential Destruction.

Please verify the files are duplicate and do not have a retention period.  
The records will not be picked up without the MIS Form #129 with the OSA/Duplicate records confirmation. Fax the MIS Form #129 to Records Management at 42916.

Please do not include documents that can be recycled with the confidential material.  
Please remove and recycle file folders and remove the metal from hanging folders and recycle the paper.