



Medical Examiners Commission Meeting

August 25, 2017

Barbara C. Wolf, M.D. • Kenneth T. Jones • Wesley H. Heidt, J.D.

James S. Purdy, J.D. • Robin Giddens Sheppard, L.F.D.

Stephen J. Nelson, M.A., M.D., F.C.A.P. • Carol Whitmore, R.N.

MEDICAL EXAMINERS COMMISSION MEETING

Renaissance Tampa International Plaza Hotel
4200 Jim Walter Boulevard
Tampa, Florida
August 25, 2017, 10:00 AM

Opening Remarks

Introduction of Commission Members and Staff

Approval of Meeting Agenda and Minutes from previous Commission Meeting of May 10, 2017

| <u>ISSUE NUMBER</u> | <u>PRESENTER</u> |
|--|--|
| 1. Informational Items: | |
| • Status Report: MEC Appointments and Reappointments | Vickie Koenig |
| • Status Report: District 14 Appointment | Vickie Koenig |
| • Status Report: Reappointments for Districts 8, 10, 12, and 18-24 | Vickie Koenig |
| • 2016 Drugs Identified in Deceased Persons Report | Beth McNeil |
| • 2016 Annual Workload Report | Beth McNeil |
| • 2016 Coverdell Grant Status | Beth McNeil |
| 2. Nomination for District 16 Medical Examiner | Stephen J. Nelson, M.D. |
| 3. Department of Health Grant | Joshua Sturms |
| 4. District 23 Disciplinary Cases | |
| • Frederick P. Hobin, M.D. | Chris Bufano, J.D. |
| • Predrag Bulic, M.D. | Chris Bufano, J.D. |
| 5. Next of Kin Hierarchy (s. 406.135(2), FS vs. 497.005(43), FS) | James Martin, J.D. |
| 6. Overview of Changes to Records Retention – GS1 and GS2 | James Martin, J.D. |
| 7. Unidentified Deceased Initiative | Doug Culbertson |
| 8. Emerging Drugs | Bruce A. Goldberger, Ph.D. Karen Weaver |
| 9. 2017 FAME Educational Conference Recap | Bruce A. Goldberger, Ph.D. |
| 10. Solicitation for 2018 FAME Educational Conference | Bruce A. Goldberger, Ph.D. |
| 11. Other Business | |
| • NFLIS/DEA Surveys | Vickie Koenig |

MEDICAL EXAMINERS COMMISSION MEETING

Hyatt Place Marathon/Florida Keys
1996 Overseas Highway
Marathon, Florida 33050
May 10, 2017 10:00 AM

Chairman Stephen J. Nelson, M.D. called the meeting of the Medical Examiners Commission to order at **10:00 AM** at the Hyatt Place Marathon/Florida Keys in Marathon, Florida. He advised those in the audience that the meetings of the Medical Examiners Commission are open to the public and that members of the public will be allowed five minutes to speak. He then welcomed everyone to the meeting and asked Commission members, staff, and audience members to introduce themselves.

Commission members present:

Stephen J. Nelson, M.A., M.D., F.C.A.P., District 10 Medical Examiner
Barbara C. Wolf, M.D., District 5 Medical Examiner
Wesley H. Heidt, J.D., Office of the Attorney General
Hon. James S. Purdy, J.D., Public Defender, 7th Judicial Circuit
Robin Giddens Sheppard, L.F.D., Funeral Director
Kenneth T. Jones, State Registrar, Department of Health (via Teleconference)

Absent commission members

Hon. Carol Whitmore, R.N., Manatee County Commissioner

Vacant positions on the Commission:

Sheriff
State Attorney

Commission staff present:

| | |
|---------------|-----------------------|
| Vickie Koenig | Doug Culbertson |
| Beth McNeil | James D. Martin, J.D. |

District Medical Examiners present:

| | |
|----------------------------------|-----------------------------------|
| Sajid Qaiser, M.D. (District 18) | Thomas Beaver, M.D. (District 16) |
| Russell Vega, M.D. (District 12) | Craig Mallak, M.D. (District 17) |
| Jay Radke, M.D. (District 14) | |

Other District personnel present:

| | |
|----------------------------|---------------------------|
| Jeff Martin (District 1) | Whit Majors (District 14) |
| Lindsey Bayer (District 5) | |

Guests present:

| | |
|--|--|
| Cynthia Hall, J.D. (Asst. Monroe Co. Attorney) | Hon. Robert Lockwood (16 th Cir. Public Def.) |
| Hon. Dennis W. Ward (16 th Cir. State Attorney) | Chief Kris DiGiovanni (Key Colony PD) |
| Linda Kruszka (LX Financial Services) | Mark Wilson, J.D. (16 th SAO) |
| Sheryl Graham (Monroe BOCC) | Karen Frosio (LifeNet) |
| Lissette Quintero (Monroe County SO) | Lee Ann Holroyd (Monroe County SO) |
| Hon. Rick Ramsey (Monroe County Sheriff) | Kevin Wadlow (Keynoter News) |
| Patrick McCullard (Monroe County SO) | |

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY FOR THE COMMISSION TO APPROVE THE AGENDA.

A MOTION WAS MADE, SECONDED, AND PASSED UNANIMOUSLY FOR THE COMMISSION TO APPROVE THE MINUTES OF THE FEBRUARY 24, 2017 MEDICAL EXAMINERS COMMISSION MEETING.

ISSUE NUMBER 1: INFORMATIONAL ITEMS

- Status Report: MEC Appointments and Reappointments – Ms. Koenig informed the Commission the Governor's Appointments Office had not yet reappointed the District Medical Examiner or Funeral Home Director positions on the MEC from July 2016.

Nominations have been received from the Florida Sheriffs Association for the sheriff seat vacated when Clay County Sheriff Rick Beseler retired. The nominees are Hamilton County Sheriff Harrell Reid and Jackson County Sheriff Lou Roberts. Their names have been forwarded to the Governor's Appointments Office for consideration.

Nominations were also received for the Public Defender seat, as Mr. Jim Purdy's final term is closing on June 30, 2017. The Public Defender nominees are Hon. Charles Cofer, 4th Judicial Circuit (Jacksonville), and Hon. Carey Haughwout, 15th Judicial Circuit (West Palm Beach). These names have also been forwarded to the Governor's Appointments Office for consideration.

Only one name was received for the State Attorney seat, vacated when 4th Judicial Circuit State Attorney Angela Corey lost her primary bid for reelection. The nominee for that seat is Hon. Jeffrey Siegmeister, 3rd Judicial Circuit (Live Oak). Mr. Siegmeister's name has been forwarded to the Governor's Appointments Office for consideration.

Staff has not yet received nominations from the Florida Association of Counties for the County Commissioner seat on the Commission. However, Ms. Carol Whitmore has indicated that she is interested in serving a second term.

- Status Report: Reappointments for Districts 8, 10, and 12, and Appointment for District 14 – Ms. Koenig informed the Commission the Governor's Appointments Office had not yet reappointed the district medical examiners in Districts 8 (Alachua, Baker, Bradford, Gilchrist, Levy and Union counties), 10 (Hardee, Highlands and Polk counties), 12 (DeSoto, Manatee and Sarasota counties), or 14 (Bay, Calhoun, Gulf, Holmes, Jackson and Washington counties). Pursuant to the Florida Constitution, the incumbent district medical examiners continue to serve until reappointed or replaced by the Governor.
- 2016 Drugs Identified in Deceased Persons Report – Ms. McNeil reminded everyone that all of the data for the 2016 Drug Report is due no later than June 30, 2017.
- 2016 Annual Workload Report - Ms. McNeil also reminded those in attendance that all data for the Workload Report is due no later than June 30, 2017.
- 2016 Coverdell Grant – Ms. McNeil announced that she is currently awaiting reimbursement requests, and that she has received requests from 2 of the 14 districts awarded funding.

- Status Report: District 23 Disciplinary Action – Ms. Koenig informed the Commission that the St. Johns County Attorney was in receipt of the Administrative Complaints against Associate Medical Examiner Frederick P. Hobin, M.D. and District Medical Examiner Predrag Bulic, M.D., and they requested and were been granted an extension of the deadline for their response. Dr. Nelson stressed that District 23 needs to ensure that all records that have been inappropriately housed or stored at Dr. Hobin's residence are now back in the possession of District 23 and into the appropriate case files there.
- 2017 Legislative Session – Mr. Martin informed the Commission that House Bill 477 creates criminal penalties for trafficking of fentanyl with minimum mandatory terms of imprisonment. It creates criminal penalties for trafficking in synthetic drugs with minimum mandatory terms of imprisonment. If signed by the Governor, it will be effective October 1, 2017. *[NOTE: The Governor signed this bill on June 14, 2017.]*

The project to establish a forensic anthropology research facility in Pasco County was included in the General Appropriations Act (GAA) with funding of \$4.3 million. This is the University of South Florida project that the MEC provided a letter of support. When the GAA is presented to the Governor, this project and others are subject to possible line-item veto. *[NOTE: This project's funding was vetoed from the State budget by the Governor on June 2, 2017.]*

ISSUE NUMBER 2: REAPPOINTMENT NOMINATIONS FOR DISTRICTS 16, 18, 19, 20, 21, 22, 23, and 24, AND ASSESSMENTS FOR DISTRICTS 15, 17, AND 25

The Commission reviewed the surveys and assessments for the reappointments of district medical examiners in Districts 15 (Palm Beach county), 16 (Monroe county), 17 (Broward county), 18 (Brevard county), 19 (Indian River, Martin, Okeechobee, and St. Lucie counties), 20 (Collier county), 21 (Glades, Hendry, and Lee counties), 22 (Charlotte county), 23 (Flagler, Putnam, and St. Johns counties), 24 (Seminole county), and 25 (Osceola county).

Districts 15, 17, and 25 are home rule districts and the Commission reviewed the assessment information provided for these districts.

The Commission reviewed the reappointment surveys for Districts 18, 19, 20, 21, 22, 23, and 24.

WITH NO FURTHER DISCUSSION, A MOTION WAS MADE, SECONDED AND PASSED FOR THE REAPPOINTMENT OF THE INCUMBENT MEDICAL EXAMINERS IN DISTRICTS 18, 19, 20, 21, 22, 23, AND 24. NO OTHER NAMES WERE SUBMITTED FOR CONSIDERATION IN THESE DISTRICTS.

Based on the survey results, the Commission opened the floor for discussion regarding the reappointment of District 16 Medical Examiner, Thomas Beaver, M.D.

Monroe County Sheriff Rick Ramsey stated that he was on the original search committee that recommended Dr. Beaver for the District 16 Medical Examiner position. Sheriff Ramsey said that the selection committee was tied between Dr. Beaver and another applicant, and that his was the tie-breaking vote.

Sheriff Ramsey said that he began having issues with Dr. Beaver, and that he had attempted to resolve them, but it had continued to be a difficult relationship. During a deep water recovery of a body, Dr. Beaver ordered the Sheriff's Office dive team to make the dive, even though it was far too

difficult a dive for a recreational diver to make (>300 feet). A technical dive team from Miami-Dade was contacted to conduct the recovery, and Dr. Beaver began yelling and screaming at Sheriff Ramsey.

Sheriff Ramsey went on to relay another incident involving three deaths that had occurred in an open trench/manhole in which the victims had been overcome by toxic gas fumes. He said that Dr. Beaver demanded that officers be sent into the manhole to recover the bodies. Sheriff Ramsey said that Dr. Beaver became agitated to the point that he considered having Dr. Beaver arrested.

Sheriff Ramsey said that he had not spoken to Dr. Beaver for several years, and he feels that the relationship has been irreparably damaged.

Assistant Monroe County Attorney Cynthia Hall stated that Dr. Beaver would not allow county employees or families of decedents to come to the District 16 office. She stated that she and other Monroe County employees had not been allowed into the medical examiner's office under Dr. Beaver's tenure. Families are directed to view bodies at the funeral homes. In addition, she said it had been reported by funeral homes that Dr. Beaver did not treat indigent bodies with the respect given to others. Ms. Hall brought up the allegation that Dr. Beaver had transported a dead body in the uncovered back of a pickup truck, and that the county had received complaints regarding that issue. She said that the Monroe County Mayor does not want Dr. Beaver to remain as the District 16 Medical Examiner, and recommended against his reappointment.

Key Colony Police Chief Kris DiGiovanni said that he originally stated "no opinion" on the survey for reappointment that he received because he did not know Dr. Beaver. However, he wanted to change his response to "unfavorable" after hearing from his partners in Monroe County because he does not want the citizens of Monroe County to have this type of service.

Dr. Beaver stated that he had investigated over 600 death scenes during his tenure as the District 16 Medical Examiner, and that the law enforcement agencies demanded that he be available 24 hours a day, 365 days per year, but Sheriff Ramsey picked 3 incidents to highlight. Dr. Beaver stated that he was not even aware of the deep water dive that Sheriff Ramsey mentioned until one of the divers recovered skin samples from the body and the sheriff's investigators wanted DNA testing performed on the sample. He indicated that he never ordered anyone to make the dive, but nonetheless, Dr. Beaver feels that they didn't try. Dr. Beaver stated that he had two witnesses to the conversations he had with Sheriff Ramsey about the construction worker trench/manhole deaths and they provided written statements to the Commission in advance of the meeting.

Dr. Beaver further stated that the reason that he transported a body in the back of his truck was due to the close proximity of the death scene to his office, the funeral home that provides transport service was approximately 3 hours away, and he was trying to help the family who wanted something done sooner. After this one instance, Dr. Beaver said he has never repeated transporting bodies in that way.

Regarding the denial of family members to visit the medical examiner's office, Dr. Beaver said that the office is industrial in nature, and that it is not conducive to receiving grieving family members because it is often difficult to make the bodies presentable. He said that all bodies, including those of indigents, were treated with respect, and that any county staff member is welcome to come to his office any time to view an autopsy.

Dr. Beaver said that he was under the impression that he had a good relationship with his county partners, and that the county representatives had saved up their complaints, which were based on rumors and gossip, until this day. He stated that he is ready to work with the Sheriff.

Members of the Commission asked Dr. Beaver questions based on his statements and Dr. Beaver responded. Following this exchange, Dr. Nelson asked Sheriff Ramsey if he wanted to amend or add anything to his statement based on Dr. Beaver's comments. Sheriff Ramsey stated he stood by his remarks. Dr. Nelson asked Ms. Hall if she wanted to amend or add anything to her statements on behalf of the county based on Dr. Beaver's comments. Ms. Hall stated she stood by her remarks.

Dr. Nelson stated that these were the worst survey results that have been submitted to the Commission that he has seen. Dr. Nelson was particularly concerned that Dr. Beaver's response was that everyone who complained about him is lying, and further that Dr. Beaver does not appear to be willing to make the relationship work by his incendiary language at this Commission meeting. Dr. Beaver responded that he was willing to work with Sheriff Ramsey and the county.

State Attorney Dennis Ward addressed the Commission and indicated that he had no interaction with Dr. Beaver since assuming office in January. Mr. Ward related a text message he received that morning from a citizen attempting to take a picture at a traffic accident where Dr. Beaver began screaming at the photograph taker. Based on the concerns of law enforcement and other county officials, he does not know how to fix the issues with Dr. Beaver.

Ms. Sheryl Graham, who works for Monroe County Social Services, echoed the comments of Ms. Hall regarding indigent families not being allowed to identify their deceased loved one at the medical examiner's office.

Ms. Linda Kruszka, who stated that she works as an independent investigator with the medical examiner, stated that in her experience law enforcement is always glad to see Dr. Beaver and she has never witnessed yelling or screaming by Dr. Beaver.

Dr. Wolf stated that she was astounded by the negative comments made by all the service partners. Dr. Beaver responded that the complaints had never been brought to him over the last three years, and what is being presented is biased. Dr. Wolf specifically asked Dr. Beaver about the incident State Attorney Ward mentioned from this morning. Dr. Beaver stated that he does not know about the incident, but he stated that generally there is a lack of good scene control.

Dr. Nelson asked Dr. Beaver about comments made to Allen-Beyer Funeral Home staff. Mr. Purdy asked if Dr. Beaver was denying making the comments. Dr. Beaver stated that he had no recollection of the incidents.

Mr. Purdy asked about a statement in Dr. Beaver's written response to the county that referenced the possibility that the issue might be "moved to a different forum", and said that it sounded like a threat to sue the Monroe County Mayor. Mr. Purdy questioned how anyone could possibly repair that kind of damage to a relationship with their partners. Dr. Beaver responded that his attorney had written that letter.

A MOTION WAS MADE BY ROBIN GIDDENS-SHEPPARD, SECONDED BY BARBARA WOLF, M.D., AND PASSED UNANIMOUSLY TO NOT RECOMMEND THOMAS BEAVER, M.D., FOR REAPPOINTMENT AS THE DISTRICT 16 MEDICAL EXAMINER. AS A RESULT, DR. BEAVER'S TERM AS DISTRICT 16 MEDICAL EXAMINER WILL CONCLUDE ON JUNE 30, 2017.

Dr. Nelson informed 16th Judicial Circuit State Attorney Dennis Ward that he is now required to appoint an interim medical examiner beginning July 1, 2017. Dr. Nelson advised that he would assist Mr. Ward with the formation of a search committee for a new district medical examiner, pursuant to Florida Administrative Rule 11G-5.004.

Dr. Nelson also advised Assistant Monroe County Attorney Cynthia Hall, that he would work with Monroe County to develop a contract extension to allow Dr. Beaver to complete his cases between the contract's current expiration (May 31, 2017) and the end of June when his gubernatorial appointment expires.

Dr. Beaver asked why he would want to extend his contract until an interim medical examiner could be appointed, and Dr. Nelson informed him that he should want to do so because he is a professional.

ISSUE NUMBER 3: DISTRICT 18 DISCIPLINARY STATUS

Dr. Nelson asked Mr. Purdy if he was satisfied that District 18 Medical Examiner Sajid S. Qaiser, M.D., has clarified the terms of his probation ending in July with the 18th Judicial Circuit Public Defender's Office. Mr. Purdy replied that he was fine with the documents provided.

ISSUE NUMBER 4: SUBMISSION OF DECEASED FINGERPRINT CARDS

Dr. Nelson informed the Commission that all districts had indicated that they are now submitting all deceased fingerprint cards to FDLE as requested, not just unidentified decedents.

ISSUE NUMBER 5: UNIDENTIFIED DECEASED INITIATIVE

Mr. Culbertson informed the Commission and those in attendance that there was another success story from District 17 to report this quarter.

District 17 investigators are going through cold case files and updating all the information. One of the cases was an adult male homicide victim from 1983, who was found in Pembroke Pines, Florida. The degraded fingerprints were originally sent to local authorities, FDLE, and the FBI, but were not identified.

Recently, District 17 was notified that the FBI obtained the fingerprints that were stored in the NamUs file and that they were able to use new technology to obtain identification. The FBI was able to compare the decedent's prints to an old arrest and confirm the identification.

District 17 notified the Pembroke Pines Police Department, who is currently trying to locate the decedent's family and reopen the homicide investigation.

ISSUE NUMBER 6: 2017 FAME EDUCATIONAL CONFERENCE

Dr. Nelson reminded everyone that the 2017 FAME Educational Conference would be held August 2-4, 2017, at the Four Seasons Resort in Orlando, Florida. The Districts 9 and 25 Medical Examiner's Office will host the 2017 conference.

ISSUE NUMBER 7: OTHER BUSINESS

Dr. Nelson announced that District 12 Medical Examiner, Russell S. Vega, M.D. would be recommended for reappointment to the Violent Crime and Drug Control Council.

Dr. Nelson announced that District 2 Medical Examiner David Stewart, M.D., had been named as a member-at-large member of the Executive Committee of the Florida Society of Pathologists. His term ends in 2019.

Dr. Nelson informed everyone that the FEMORS Mass Fatality Exercise would be held May 23-25, 2017, at the Miami-Dade College North Campus.

Ms. Koenig wanted everyone to be aware that RTI International, under a contract with the Drug Enforcement Agency (DEA), will be contacting all districts for a survey. Dr. Nelson encouraged everyone to participate.

With no further business to come before the Commission, the meeting was adjourned at 12:21 P.M.



State of Florida Medical Examiners Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

June 20, 2017

Honorable Rick Scott
Governor of Florida
Plaza Level 05, The Capitol
400 South Monroe Street
Tallahassee, Florida 32399-0001

Dear Governor Scott:

On May 10, 2017, the Medical Examiners Commission recommended that the incumbent District Medical Examiners from Districts 18, 19, 20, 21, 22, 23, and 24 be reappointed for additional three-year terms commencing July 1, 2017. No additional candidates were submitted to the Commission for consideration from any of these districts. The incumbent District Medical Examiners recommended to you for reappointment are:

| | |
|-------------|---------------------------|
| District 18 | Sajid S. Qaiser, M.D. |
| District 19 | Roger E. Mittleman, M.D. |
| District 20 | Marta U. Coburn, M.D. |
| District 21 | Rebecca A. Hamilton, M.D. |
| District 22 | Riazul H. Imami, M.D. |
| District 23 | Predrag Bulic, M.D. |
| District 24 | Marie Herrmann, M.D. |

District 15 (Palm Beach County), District 17 (Broward County) and District 25 (Osceola County) have exercised the option to appoint a Medical Examiner under Home Rule authority. Therefore no candidate is being submitted for these districts.

District 16 Medical Examiner (Monroe County) Thomas Beaver, M.D., was not recommended for reappointment, and a search committee has been established for his replacement.

All candidates have submitted the Questionnaire for Gubernatorial Appointments electronically, as requested by your Appointments Office. If you have any questions, please contact me at (863) 298-4600 or Vickie Koenig at (850) 410-8600.

Sincerely,

A handwritten signature in blue ink, likely belonging to Stephen J. Nelson, is placed below the word "Sincerely,".

Stephen J. Nelson, M.A., M.D., F.C.A.P.
Chairman, Medical Examiners Commission

SJN/dc

From: [Culbertson, Doug](#)
To: [Barbara Stroud](#)
Cc: [dward@keyssao.org](#); [Nelson, Stephen \(StephenNelson@polk-county.net\)](#); [Koenig, Vickie](#)
Subject: RE: District 16 Medical Examiner
Date: Wednesday, July 19, 2017 9:23:21 AM
Attachments: [image001.png](#)

Ms. Stroud,

Thanks for letting me know about Dr. Snyder's withdrawal. We will forward Dr. Steckbauer's name to the MEC for recommendation for appointment as the District 16 Medical Examiner.

Sincerely,

Doug Culbertson
FDLE



Medical Examiners Commission
(850)410-8609

From: Barbara Stroud [mailto:bstroud@keyssao.org]
Sent: Wednesday, July 19, 2017 8:13 AM
To: Culbertson, Doug
Cc: Dennis Ward
Subject: District 16 Medical Examiner

Mr. Culbertson,

I wanted to let you know that Dennis received a text message from Dr. Cameron Snider last night withdrawing his name for the District 16 Medical Examiner Position.

The candidate package was mailed to you yesterday, so you have Dr. Steckbauer's information. If you need anything further, please let me know.

Thank you,

Barbara Stroud

Legal Assistant to Dennis Ward,
State Attorney
PK State Attorney's Office
Phone: 305-852-7170
Fax: 305-852-7349



**OFFICE OF THE STATE ATTORNEY
SIXTEENTH JUDICIAL CIRCUIT**

Dennis W. Ward
State Attorney

88820 Overseas Highway
Tavernier, Florida 33070

(305) 852-7170
Fax(305) 852-7349

July 18, 2017

RECEIVED

Mr. Doug Culbertson
Medical Examiner's Commission
Florida Department of Law Enforcement
P. O. Box 1489
Tallahassee, FL 32302-14897

JUL 21 2017

**Medical Examiners
Commission**

Re: *District 16 Medical Examiner Position*

Dear Mr. Culbertson,

Attached please find our candidates for the District 16 Medical Examiner Position here in Monroe County, Florida.

Per the committee's direction, their first choice is Dr. Cameron F. Snider and their second choice is Dr. Michael Robert Steckbauer.

We have enclosed their entire packages for your review. Please advise if you need anything further.

Sincerely yours,

Dennis W. Ward
State Attorney

DWW/bzs
Enclosures

Michael Robert Steckbauer MD



Education

| | | |
|-----------|--|------------------------|
| 2010-2011 | Forensic Pathology Fellowship Miami-Dade Medical Examiner's Office | Miami, Florida |
| 2008 | Army Flight Surgeons Primary Course | Fort Rucker, Alabama |
| 2006-2010 | Ball Memorial Hospital Pathology Residency | Muncie, Indiana |
| 2002-2006 | University of Nevada School of Medicine M.D. | Reno/Las Vegas, Nevada |
| 1994-2000 | University of Nevada Las Vegas B.S. Biology(Major), Chemistry(Minor) Dean's List 1998-1999 | Las Vegas, Nevada |

Licensure/Certifications

| | |
|-------|--|
| 2011 | Forensic Pathology Board Certification |
| 2011 | Florida Medical Doctor License |
| 2010 | Anatomic Pathology Board Certification |
| 2009 | Indiana Physicians License |
| USMLE | Step 1, 2, and 3: Passed |

Professional/Work Experience

| | | |
|-----------|--|-------------------|
| 1991-1997 | Non-Commissioned Officer in Charge, Nellis Airforce Base Veterinary Treatment Facility U.S. Army | Las Vegas, Nevada |
|-----------|--|-------------------|

| | | |
|--------------|---|------------------------|
| 1997-2007 | Medic, Nevada Army National Guard | Reno/Las Vegas, Nevada |
| 1999-2000 | University of Nevada Las Vegas Research Assistant Mentor: Lloyd R. Stark, PhD, UNLV Biology Department Analyzed sexual vs. unisexual reproduction in the desert moss <i>Syntrichia Caninervis</i> | Las Vegas, Nevada |
| 1999-2000 | University of Nevada Reno Research Assistant Mentor: Bob Nowak, PhD, UNR Biology Department Free Air Carbon Dioxide Exchange, We studied the ability of desert Plants, at the Nevada Nuclear Test Site, to act as sinks for increased carbon dioxide levels. | Reno, Nevada |
| 1999-2000 | University of Nevada Reno Research Assistant Mentor: Dale Devitt, PhD, UNR Biology Department We studied the effects of re-use water vs. fresh water in turf management. | Reno, Nevada |
| 2000 | Instructor, Human Biology 100 Laboratory, University of Nevada Las Vegas | Las Vegas, Nevada |
| 2001-2002 | Instructor Biology 190 Laboratory, University of Nevada Las Vegas | Las Vegas, Nevada |
| 2001-2002 | Instructor Biology 191 Laboratory, University of Nevada Las Vegas | Las Vegas, Nevada |
| 2007-present | Major, United States Army National Guard | |
| 2006-2010 | East Central Indiana Pathology/Pathology Associates/Deleware County Coroner | Muncie, Indiana |
| 2010-2011 | Associate Medical Examiner District XI Medical Examiner's Office | Miami, Florida |
| 2011-2013 | Associate Medical Examiner District III/IV Medical Examiner's Office | Jacksonville, Florida |

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| 2013-2014 | Associate Medical Examiner District 17 Medical Examiner's Office | Fort Lauderdale, Florida |
| 2014 | Director of Medical Education District 17 Medical Examiner's Office | Fort Lauderdale, Florida |
| 2014-2016 | Deputy Chief Medical Examiner District 17 Medical Examiner's Office | Fort Lauderdale, Florida |
| 2014-present | Associate Medical Examiner District 16 Medical Examiner's Office | Marathon, Florida |
| 2014-present | Medical Examiner M+M Forensics | Davie, Florida |
| 2014-present | Medical Examiner Coroners Court | Grand Cayman, Cayman Islands |
| 2015-present | Medical Examiner Coroners Court | Providenciales, Turks and Caicos Islands |
| 2016-present | Associate Medical Examiner District 14 Medical Examiner's Office | Panama City, Florida |

Professional Memberships/Committees

| | |
|--------------|--|
| 1998-present | Golden Key Club Honor Society |
| 2002-present | American Medical Association |
| 2007-present | National Association of Medical Examiners |
| 2007-present | College of American Pathologists |
| 2008-2010 | Indiana Delegate to the College of American Pathologists Residents Forum |
| 2007-present | American Society for Clinical Pathology |
| 2007-2008 | Ball Memorial Hospital Recruitment Committee |
| 2009-2010 | Ball Memorial Hospital Peer Review Committee |
| 2010-present | Florida Association of Medical Examiners |
| 2016-present | American Academy of Forensic Science |

Publications/Abstracts

Steckbauer MR, Mellen PF, Wayne JM, Slater B., An Unusual Case of Fatal Attack by Multiple Pitt Bulls: A Case Report and Poster Presentation, Ball Memorial Hospitals Annual Research Symposium

Steckbauer MR, Mellen PF, Adenosquamous Carcinoma Arising in an Ileostomy Site: A Case Report

Wayne JM, Wu HH, Rose CL, Steckbauer MR., Lymph Nodes Retrieved From Colonic Fat: Correlation or Not? Poster Presentation Ball Memorial Hospitals 2010 Annual Research Symposium, First place winner for original research poster.

Languages

German Proficient in reading and conversational German.

Interests

Fishing, Hunting, Hiking, Backpacking, Travel, and Running



State of Florida Medical Examiners Commission

P.O. Box 1489 | Tallahassee, FL 32302-1489 | (850) 410-8600

Thursday, June 16, 2016

Joshua Sturms, M.S.
Section Administrator
Health Information and Policy Analysis Section
Bureau of Emergency Medical Oversight
FLORIDA DEPARTMENT OF HEALTH
4052 Bald Cypress Way, Bin C-18
Tallahassee, FL. 32399-1700

In Re: Enhanced State Surveillance of Opioid-Involved Morbidity and Mortality
National Center for Injury Prevention and Control
CDC Grant Application CDC-RFA-CE16-1608

Dear Mr. Sturms:

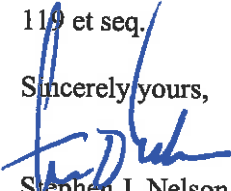
The Medical Examiners Commission, at their May 27th meeting in Sarasota that you attended, expressed their strong concerns to you about the data collection necessary for this Grant.

Thank you for providing the recent additional information concerning the Grant application, including the Executive Summaries and partial budget information. Based upon review of this additional information, it continues to appear that the majority of the data necessary to develop and implement the Grant strategy and objectives is possessed by your own Department's Office of Vital Statistics and the investigative reports from the various law enforcement agencies. Of the 175 data points to be collected, your spreadsheet indicated only 3 from the medical examiner offices (Type of Drug Poisoning, Height, and Weight), with an additional 30 data points toxicology analyses. These 33 data points represent 18.8% of the total 175 data points to be collected.

Given that Florida's medical examiners generate only a minority of the comprehensive data that you require, I again encourage you to seek the support and assistance of law enforcement as they appear to be an essential and key component in your endeavor.

Should you be successful and the Grant be awarded, the Medical Examiners Commission encourages the cooperation of the medical examiners as it pertains to the production of those medical examiner-related data points as those items are Public Records as defined by Florida Statutes, Chapter 119 et seq.

Sincerely yours,


Stephen J. Nelson, M.A., M.D., F.C.A.P.
Chairman

SJN:jkb

497.005 Definitions.—As used in this chapter, the term:

(43) “Legally authorized person” means, in the priority listed:

- (a) The decedent, when written inter vivos authorizations and directions are provided by the decedent;
- (b) The person designated by the decedent as authorized to direct disposition pursuant to Pub. L. No. 109-163, s. 564, as listed on the decedent’s United States Department of Defense Record of Emergency Data, DD Form 93, or its successor form, if the decedent died while in military service as described in 10 U.S.C. s. 1481(a)(1)-(8) in any branch of the United States Armed Forces, United States Reserve Forces, or National Guard;
- (c) The surviving spouse, unless the spouse has been arrested for committing against the deceased an act of domestic violence as defined in s. [741.28](#) that resulted in or contributed to the death of the deceased;
- (d) A son or daughter who is 18 years of age or older;
- (e) A parent;
- (f) A brother or sister who is 18 years of age or older;
- (g) A grandchild who is 18 years of age or older;
- (h) A grandparent; or
- (i) Any person in the next degree of kinship.

In addition, the term may include, if no family member exists or is available, the guardian of the dead person at the time of death; the personal representative of the deceased; the attorney in fact of the dead person at the time of death; the health surrogate of the dead person at the time of death; a public health officer; the medical examiner, county commission, or administrator acting under part II of chapter 406 or other public administrator; a representative of a nursing home or other health care institution in charge of final disposition; or a friend or other person not listed in this subsection who is willing to assume the responsibility as the legally authorized person. Where there is a person in any priority class listed in this subsection, the funeral establishment shall rely upon the authorization of any one legally authorized person of that class if that person represents that she or he is not aware of any objection to the cremation of the deceased’s human remains by others in the same class of the person making the representation or of any person in a higher priority class.

History.—s. 3, ch. 59-363; s. 1, ch. 65-288; ss. 12, 35, ch. 69-106; s. 210, ch. 71-377; ss. 1, 2, ch. 72-78; s. 3, ch. 76-168; s. 2, ch. 76-251; s. 1, ch. 77-457; ss. 4, 39, 40, ch. 80-238; ss. 2, 3, ch. 81-318; s. 3, ch. 85-16; s. 2, ch. 85-202; s. 1, ch. 89-8; ss. 40, 122, ch. 93-399; s. 3, ch. 96-400; s. 1142, ch. 97-103; s. 2, ch. 98-268; s. 2, ch. 2000-195; s. 2, ch. 2001-120; s. 550, ch. 2003-261; s. 6, ch. 2004-301; s. 2, ch. 2005-155; s. 2, ch. 2009-219; s. 1, ch. 2010-125; s. 17, ch. 2013-138; s. 121, ch. 2014-17; s. 1, ch. 2016-172.

Note.—Former s. 559.32.

406.135 Autopsies; confidentiality of photographs and video and audio recordings; exemption.—

(2) A photograph or video or audio recording of an autopsy held by a medical examiner is confidential and exempt from s. [119.07](#)(1) and s. 24(a), Art. I of the State Constitution, except that a surviving spouse may view and copy a photograph or video recording or listen to or copy an audio recording of the deceased spouse’s autopsy. If there is no surviving spouse, then the surviving parents shall have access to such records. If there is no surviving spouse or parent, then an adult child shall have access to such records.

Here is an overview of changes to the retention schedules for GS1-Administrative records and GS2-ME Records.

GS2-Law Enforcement, Correctional Facilities and District Medical Examiner's

Burial Transit Permit #156 – they changed around the description including the government form numbers associated with the log. Not much of a change as the previous description included the numbers but they are not following the verbiage description. ALL references to duplicates has been eliminated for ALL records.

Evidence Records: Stained Sections/Embedded Tissues/Specimens #169 – In the notation at the bottom of the description they explain that the actual histology blocks/slides are kept under 11G. But they added the words” ,Body Parts, Specimens” to the description in 11G F.A.C.

Medical Examiner Records: Autopsy Supporting Documents #183 – This describes additional records received i.e. hospital records that assist in determining cause of death. They describe summarizing these records and then keeping the summary. They only changed verbiage from “these reports” to “Those summary reports will be included within the applicable Medical Examiner case files item and will take that retention period.

GS1-General Records Schedule

Each ME office needs to review these changes based on the records they create/retain. Again, most changes are verbiage or punctuation, but there are some actual retention changes.

Equipment/Vehicle Maintenance Records #104 – They broke this retention down into two types (1) 1 Fiscal Year after disposition of equipment and (2) 5 fiscal years after service, maintenance or repair, whichever comes first.

The 1 fiscal year was the existing retention.

Purchasing Records #42 – They changed the retention from 5 fiscal years to “Retain until obsolete, superseded, or administrative value is lost”.

Telephone Call Records #28 – They changed the retention from “1 Anniversary year” to “Retain until obsolete, superseded, or administrative value is lost”.

Several records series had slight word changes to the retention.

Examples are: Health Records: Blood Borne Pathogen/Asbestos/Exposure #350 changed from “30 years after termination, etc. to “30 years after any manner of separation or termination of employment”. Personnel Records: Non-Florida Retirement System (Local Government) #162 from “50 fiscal years after separation, etc.” to “50 fiscal years after any manner of separation or termination of employment.”

State of Florida

GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES



EFFECTIVE: August 2017

Rule: 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

850.245.6750

recmgt@dos.myflorida.com

info.florida.gov/records-management/

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public-agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

| | |
|---------------|--|
| GS1-SL | State and Local Government Agencies |
| GS2 | Law Enforcement, Correctional Facilities and District Medical Examiners |
| GS3 | Election Records |
| GS4 | Public Hospitals, Health Care Facilities and Medical Providers |
| GS5 | Public Universities and Colleges |
| GS7 | Public Schools Pre-K-12 and Adult and Career Education |
| GS8 | Fire Departments |
| GS9 | State Attorneys |
| GS11 | Clerks of Court |
| GS12 | Property Appraisers |
| GS13 | Tax Collectors |
| GS14 | Public Utilities |
| GS15 | Public Libraries |

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Records Management* website at info.florida.gov/records-management/.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the “provided applicable audits have been released” language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency’s audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor-agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule establishes officially the *minimum* length of time that the record series must be retained. **This retention applies to the agency’s record (master) copy of the records - those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Forward for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in

cubic feet of paper records destroyed (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 disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

| Retention Period | Start Counting From | Add # of Years | Date Eligible for Disposition |
|----------------------------------|---------------------|----------------|-------------------------------|
| 3 anniversary years | 7/31/2007 | +3 | = 7/31/2010 |
| 3 fiscal years (local govt.) | 10/1/2007 | +3 | = 10/1/2010 |
| 3 fiscal years (school district) | 7/1/2008 | +3 | = 7/1/2011 |
| 3 calendar years | 1/1/2008 | +3 | = 1/1/2011 |

V. ARCHIVAL VALUE

- A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, "**These records may have archival value**," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.
- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "**These records may have archival value**" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate, **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the

three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

| | |
|---------------------------------|----------------|
| Cassette tapes, 200 | 1.0 cubic foot |
| Letter-size file drawer | 1.5 cubic feet |
| Legal-size file drawer | 2.0 cubic feet |
| Letter-size 36" shelf | 2.0 cubic feet |
| Legal-size 36" shelf | 2.5 cubic feet |
| Magnetic Tapes, 12 | 1.0 cubic foot |
| 3 x 5 cards, ten 12" rows | 1.0 cubic foot |
| 3 x 5 cards, five 25" rows | 1.0 cubic foot |
| 4 x 6 cards, six 12" rows | 1.0 cubic foot |
| 5 x 8 cards, four 12" rows | 1.0 cubic foot |
| 16mm microfilm, 100 rolls | 1.0 cubic foot |
| 35mm microfilm, 50 rolls | 1.0 cubic foot |
| Map case drawer, 2" x 26" x 38" | 1.1 cubic feet |
| Map case drawer, 2" x 38" x 50" | 2.2 cubic feet |
| Roll storage, 2" x 2" x 38" | 0.1 cubic foot |
| Roll storage, 2" x 2" x 50" | 0.2 cubic foot |
| Roll storage, 4" x 4" x 38" | 0.3 cubic foot |
| Roll storage, 4" x 4" x 50" | 0.5 cubic foot |

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

RECORDS RETENTION SCHEDULES

ACCESS CONTROL RECORDS

Item #189

This record series consists of records pertaining to employee, contractor or subscriber access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges. See also "VISITOR/ENTRY RECORDS."

RETENTION: 1 anniversary year after superseded or access rights terminated.

ADDRESS REQUEST RECORDS

Item #415

This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.

RETENTION: 5 fiscal years.

ADVERSE ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.

RETENTION: Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.

RETENTION: 10 anniversary years after case closed.

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.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

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: 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

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: 5 fiscal years.

AFFIRMATIVE ACTION RECORDS

Item #82

This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use "GRANT FILES" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

RETENTION: 2 anniversary years provided litigation has been resolved.

ANIMAL CONTROL RECORDS

Item #234

This record series consists of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases that have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, *Florida Administrative Code*, Animal Control Shelter Permits, Records.

RETENTION: 4 anniversary years.

ANNEXATION RECORDS

Item #247

This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include, but are not limited to, correspondence, reports, maps, voluntary petitions, certifying statements and municipal service plans.

RETENTION: Permanent.

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

Item #380

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions or other remuneration. The report contains an annual listing of all such fees, commissions or remuneration and shows in detail the purpose, character and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. ***These records may have archival value.***

RETENTION: 5 fiscal years.

ANNUAL REPORTS: COUNTY GOVERNMENT

Item #246

This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which requires the administrator to "Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." 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: GOVERNING BODY" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***

RETENTION: 10 fiscal years.

ANNUAL REPORTS: GOVERNING BODY

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

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

Item #216

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

Item #204

This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

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

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

Item #252

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

Item #332

This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 105.3.2, Time limitation of application: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

RETENTION: 180 days after last action.

ATTENDANCE AND LEAVE RECORDS

Item #116

This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. **NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.**

RETENTION: 3 fiscal years.

ATTENDANCE RECORDS: COMMUNITY SERVICE

Item #249

This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.

RETENTION: 1 calendar year after last date of service.

AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS

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: Retain each audit trail entry as long as the record to which the entry relates.

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

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

AUDITS: AUDITOR GENERAL

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: 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

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: 10 fiscal years after audit report release date.

AUDITS: INTERNAL

Item #73

This record series consists of reports issued by an internal 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 internal audits for state agencies are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules and/or Section 20.055, *Florida Statutes*, Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 5 fiscal years after audit report release date.

AUDITS: STATE/FEDERAL

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: 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

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.

AUTOMATED ACCOUNTING SYSTEM REPORTS

Item #50

This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "RECEIPT/REVENUE RECORDS: DETAIL," "RECEIPT/REVENUE RECORDS: SUMMARY," and "FINANCIAL HISTORY SUMMARY RECORDS."

RETENTION: 3 fiscal years.

BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS

Item #416

This record series documents the testing of residential and commercial backflow assemblies. The Backflow and Cross Connection Control Program (established pursuant to Rule 62-555.360, *Florida Administrative Code*, Cross-Connection Control for Public Water Systems) prevents the backflow of contaminants into the potable water supply. The series includes, but is not limited to, backflow prevention device inspection forms, backflow assembly test/certification forms, reclaimed water surveys and cross connection control inspection forms. Information regarding the number of inspections completed is generated from these forms and submitted as an annual report to the Florida Department of Health. Retention is pursuant to Rule 62-550.720(3), *Florida Administrative Code*, Recordkeeping.

RETENTION: 10 anniversary years.

BACKUPS: ELECTRONIC/DIGITAL RECORDS

There is no retention schedule for backup tapes, disks, drives, servers or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely for disaster recovery/business continuity but ***not intended to serve as the record copy or as a records retention tool.*** In the case of disaster, the backup would be used to recover system operability and/or restore lost records; otherwise, agency records that have not met their retention should ***not*** be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency's systems from the backup to ensure that the backup is not used as a records retention tool.

BALLOTS

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: 30 days after vote count or cancellation of election.

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.

BARGAINING RECORDS

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: 5 fiscal years after expiration or cancellation of contract.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

Item #70

This record series documents the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "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. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION: Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

Item #71

This record series documents the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "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. This series also includes records of bid projects canceled prior to being awarded and projects awarded but canceled prior to any work being done. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION: 5 fiscal years after awarded or bid project canceled.

BID RECORDS: NON-CAPITAL IMPROVEMENT

Item #72

This record series documents the processing and letting of successful, unsuccessful and canceled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

RETENTION: 5 fiscal years after awarded or bid project canceled.

BOND FINANCING ADMINISTRATIVE RECORDS

Item #417

This record series documents administrative and management activities relating to the financing of local government projects through bonded indebtedness. The series may include, but is not limited to, preliminary studies; legal opinions; proposals and prospectuses; authorizations and certificates for issuance; cancellation and exchange records; retired bonds and bond interest coupons that have been redeemed, including such information as identifying date, number of each bond and quality and value of bond by maturity; registers recording the redemption of bond coupons, including such information as upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying dates, number of each bond, interest paid and maturation dates; and other related correspondence and documentation. See also "BOND RESOLUTIONS/ORDINANCES." *These records may have archival value.*

RETENTION: 5 fiscal years after final payment or closeout activity, whichever is later. *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.*

BOND RESOLUTIONS/ORDINANCES

Item #191

This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The series may include, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND FINANCING ADMINISTRATIVE RECORDS." *These records may have archival value.*

RETENTION: Permanent.

BONUS/AWARD RECORDS: EMPLOYEES

Item #333

This record series documents bonuses or other awards given to employees based on performance or other criteria. The series may include, but is not limited to, nominations, evaluations and selection records for peer review bonuses or other awards.

RETENTION: 5 fiscal years.

BUDGET RECORDS: APPROVED ANNUAL BUDGET

Item #58

This record series consists of the agency's approved annual budget and its amendments. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the

development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

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.

BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

Item #221

This record series documents the method by which a local governing authority grants the privilege of engaging in or managing any business, profession or occupation within its jurisdiction pursuant to Chapter 205, *Florida Statutes*, Local Business Taxes. Per Chapter 205, this does not include records of any fees paid to any board, commission or officer for permits, registrations, examinations or inspections. The series includes applications, renewal cards, business tax receipts and supporting documentation. **This series does not cover records relating to the issuance of business or occupational licenses by state agencies.** For records documenting financial transactions associated with this process, see "RECEIPT/REVENUE RECORDS: DETAIL." See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

RETENTION: 1 calendar year after expiration, revocation, or denial of business tax receipt.

CABINET AFFAIRS FILES

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 DOCUMENTS)."

RETENTION:

a) Record copy (Governor's Office). **Permanent. Contact the State Archives of Florida for transfer to Archives after 5 years.**

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

CALENDARS

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: 1 anniversary year.

CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS

Item #235

This record series documents each burial or cremation, showing the name of the deceased, date of burial or disposal of cremains, and the lot, plot, and space in which the burial was made or the location at which the cremains were disposed. These records relate to government lands and operations, not to private cemeteries. ***These records may have archival value.***

RETENTION: Permanent.

CERTIFICATE OF OCCUPANCY: COMMERCIAL

Item #255

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever occurs latest.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL

Item #256

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection

initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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: Permanent.

CHILD CARE RECORDS

Item #257

This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to Section 1003.22, *Florida Statutes*, School-entry health examinations; immunization against communicable diseases; and Section 1003.23, *Florida Statutes*, Attendance records and reports.

RETENTION: 5 calendar years after termination of enrollment.

CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES

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: 5 fiscal years from date of report.

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

Item #275

This record series consists of the client case files for citizens receiving assistance from a social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports that are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.

RETENTION: 5 fiscal years.

CLIENT CASE FILES: VETERAN SERVICES

Item #310

This record series consists of case files relating to veterans receiving various types of assistance. The series may include, but is not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms that are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.

RETENTION: 5 fiscal years after case closed.

CODE ENFORCEMENT HEARING CASE FILES

Item #236

This record series consists of case files documenting code violation hearings before the Code Enforcement Board or a Special Master. The series may include, but is not limited to, affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1.a., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: CITATION ISSUED

Item #398

This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement

Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: NO CITATION ISSUED

Item #237

This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE ENFORCEMENT HEARING CASE FILES."

RETENTION: 3 anniversary years after case is closed.

COMMITTEE/BOARD APPOINTMENT RECORDS

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

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS

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

COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

Item #258

This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.

RETENTION: 5 fiscal years.

COMMUNICATIONS AUDIO RECORDINGS

Item #335

This record series consists of audio recordings of radio and telephone communications and complaint calls. The recordings may be made for a variety of purposes including, but not limited to, backup of activity reports, tracking and addressing complaints, quality assurance reviews of customer service calls, or employee training. Since these recordings may play an integral part in disciplinary actions or other agency actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained as long as necessary for these purposes. See also "911 COMMUNICATIONS RECORDS" and "911 RECORDS: LOGS."

RETENTION: 30 days.

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

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: 1 anniversary year after resolved.

COMPREHENSIVE MASTER PLANS: ADOPTED

Item #166

This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to, maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions,

conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Chapter 163, Part

II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

RETENTION: Permanent.

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)

Item #174

This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include, but are not limited to, additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials that support the proposed plan. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." ***These records may have archival value.***

RETENTION: 5 anniversary years after adopted. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

COMPUTER LOGS

Item #391

This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.

RETENTION: 30 days or until review of logs is complete, whichever occurs first.

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

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

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

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

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

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: Permanent.

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.***

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

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: 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

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

DIRECTIVES/POLICIES/PROCEDURES

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: 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.*

DISASTER PREPAREDNESS DRILL RECORDS

Item #259

This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."

RETENTION: 2 calendar years provided reviews have been conducted.

DISASTER PREPAREDNESS PLANS

Item #210

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Section 252.365, *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to develop and maintain "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS," "DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS." *These records may have archival value.*

RETENTION: 5 fiscal 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.*

DISASTER RELIEF RECORDS

Item #321

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.

RETENTION: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

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: SUMMARY

Item #341

This series consists of records providing summary or aggregate documentation of 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, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation. See also "DISBURSEMENT RECORDS: DETAIL."

RETENTION: 10 fiscal years.

DISCIPLINARY CASE FILES: EMPLOYEES

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: 5 anniversary years after final action.

DOMESTIC PARTNERSHIP REGISTRY RECORDS

Item #399

This record series documents domestic partnerships established and dissolved under authority of law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.

RETENTION: Permanent.

DONATION RECORDS

Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

RETENTION: Permanent.

DRAFTS AND WORKING PAPERS

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

DRUG TEST CASE FILES

Item #260

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the

controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to Sections 112.0455(7)-(8), *Florida Statutes*, Florida Drug-Free Workplace Act, Types of Testing and Procedures and Employee Protection, Section 443.1715(3)(b), *Florida Statutes*, Disclosure of Drug Test Information, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records.

RETENTION: 5 anniversary years after final action.

DRUG TEST EQUIPMENT RECORDS

Item #261

This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. The series may include, but is not limited to, equipment testing, maintenance and repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."

RETENTION: 5 anniversary years.

DRUG TEST PROGRAM ADMINISTRATION RECORDS

Item #262

This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."

RETENTION: 5 anniversary years.

ELECTRONIC COMMUNICATIONS

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device.

Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

ELECTRONIC FUNDS TRANSFER RECORDS

Item #264

This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form that lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), *Florida Statutes*, Limitations other than for the recovery of real property.

RETENTION: 5 fiscal years after termination of service agreement/authorization.

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

Item #231

This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

RETENTION: Retain as long as software-dependent records are retained.

EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

Item #419

This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities,

outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), *Florida Statutes*, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 5 fiscal years.

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN

Item #266

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency; this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 3 anniversary years after plan expires.

EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS

Item #267

This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), *Florida Statutes*, Emergency Management, Registry of persons with special needs; notice; registration program, which requires that "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS."

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

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

Item #268

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public shelter space.

RETENTION: 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS

Item #265

This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. Applications may include the citizen's name, address, telephone number, medical disabilities, caretaker's name, and required accommodations. The series may also include supplemental documentation, such as notifications sent to accepted and denied clients, instructions for accepted clients, and related correspondence. See also "EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

RETENTION: 4 anniversary years.

EMPLOYEE ASSISTANCE PROGRAM RECORDS

Item #269

This record series documents services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to Section 112.0455(5)(m), *Florida Statutes*, for definition of "Employee assistance program," and Section 110.1091(2), *Florida Statutes*, Employee assistance programs; public records exemption.

RETENTION: 2 anniversary years after final action.

EMPLOYEE CONDUCT COUNSELING RECORDS

Item #206

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee's disciplinary case file. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 1 anniversary year after final action.

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.

EMPLOYMENT APPLICATIONS: UNSOLICITED

Item #400

This record series consists of employment application records submitted by individuals not responding to a particular job announcement or vacancy. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.

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

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS

Item #343

This record series consists of records relating to nonexpendable property acquired under federal employment assistance programs, such as the Workforce Investment Act (WIA), or predecessor programs, such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). Nonexpendable property is property that is not consumed in use and that retains its original identity during the period of use.

RETENTION: 3 fiscal years after final disposition of property.

EMPLOYMENT ASSISTANCE PROGRAM RECORDS

Item #113

This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). The series may include, but is not limited to, reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation.

RETENTION: 5 fiscal years after final report.

EMPLOYMENT ELIGIBILITY VERIFICATION FORMS

Item #420

This record series consists of Employment Eligibility Verification Forms (I-9) that contain information used by employers to "verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States" (USCIS Form I-9). Retention is pursuant to 8 USC 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.

RETENTION: 3 anniversary years after the date of the hire or one anniversary year after the date the individual's employment is terminated, whichever is later.

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

Item #20

This record series consists of reports and other documentation detailing funds that have been encumbered, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.

RETENTION: 3 fiscal years.

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

Item #211

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also "DONATION RECORDS." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

ENERGY CONSUMPTION AND COST REPORTING RECORDS

Item #401

This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.

RETENTION: 1 fiscal year from report date.

ENGINEERING RECORDS: INFRASTRUCTURE

Item #344

This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," and "SUBDIVISION PLANS."

RETENTION: Retain for life of structure/element.

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

Item #167

This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, National Environmental Policy Act technical reports and studies, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.

RETENTION: 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

Item #103

This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

RETENTION: 4 anniversary years after final action.

EQUIPMENT REFERENCE FILES

Item #223

This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, warranties and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

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

EQUIPMENT/VEHICLE MAINTENANCE RECORDS

Item #104

This record series documents service, maintenance and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION: 1 fiscal year after disposition of equipment **or** 5 fiscal years after service/maintenance/repair, whichever occurs first.

EQUIPMENT/VEHICLE USAGE RECORDS

Item #224

This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION: 1 calendar year.

EXPENDITURE PLANS: CAPITAL IMPROVEMENT

Item #208

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "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. ***These records may have archival value.***

RETENTION: 50 anniversary years. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

EXPOSURE RECORDS

Item #227

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are

required to maintain and make available to employees material safety data sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to employee exposure and medical records, and 29CFR1910.1030, Bloodborne pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 30 anniversary years.

FACILITY RESERVATION/RENTAL RECORDS

Item #270

This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, recreational vehicle/camper hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, payment information, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the desired arrangement of tables or chairs as requested by the renter. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION: 5 fiscal years.

FALSE ALARM RECORDS

Item #345

This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.

RETENTION: 5 fiscal years.

FEASIBILITY STUDY RECORDS

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.*

RETENTION: 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.*

FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

Item #157

This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.

RETENTION: 4 years from the tax due date (April 15) of the year to which the record applies, or for W-4s, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4.

FEE/SERVICE SCHEDULES

Item #271

This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.

RETENTION: 5 fiscal years after obsolete or superseded.

FINAL ORDERS RECORDS: INDEXED OR LISTED

Item #67

This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), *Florida Statutes*, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, *Florida Statutes*. Agency orders that must be indexed per Section 120.53(1)(a)2.c, *Florida Statutes*, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*; those rendered pursuant to Section 120.57(4), *Florida Statutes*, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), *Florida Statutes*, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, *Florida Statutes*, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." Permanent retention is pursuant to Section 119.021(3), *Florida Statutes*, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES:

OFFICIAL MEETINGS.” For Chapter 162, *Florida Statutes*, proceedings, see “CODE ENFORCEMENT HEARING CASE FILES.”

RETENTION: Permanent.

FINAL ORDERS RECORDS: NOT INDEXED OR LISTED

Item #421

This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), *Florida Statutes*. These final orders are those that are **not** declaratory statements and are **not** resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials explicitly adopted in it. See also “FINAL ORDERS RECORDS: INDEXED OR LISTED,” “FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS” and “MINUTES: OFFICIAL MEETINGS.” For Chapter 162, *Florida Statutes*, proceedings, see “CODE ENFORCEMENT HEARING CASE FILES.”

RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

Item #396

This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also “FINAL ORDERS RECORDS: INDEXED OR LISTED,” “FINAL ORDERS RECORDS: NOT INDEXED OR LISTED” and “LITIGATION CASE FILES.”

RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

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.

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

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

FINANCIAL HISTORY SUMMARY RECORDS

Item #347

This record series consists of records providing a periodic summary of an agency’s receipts and disbursements over the course of an agency’s history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.

RETENTION: Permanent.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

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: 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) **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: 5 fiscal years.

FOOD SERVICE ESTABLISHMENT LICENSE RECORDS

Item #402

This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, *Florida Statutes*, Food service protection, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. Records may include, but are not limited to, license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.

RETENTION: 5 fiscal years after expiration, suspension or revocation of license.

FUEL TAX REPORTS

Item #213

This record series consists of fuel tax reports submitted to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Aviation Fuels, Pollutants And Natural Gas Fuel.

RETENTION: 3 fiscal years.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS

Item #381

This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

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

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE

Item #382

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and that are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."

RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

Item #383

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA

Item #384

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. 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. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

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

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.***

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

Item #349

This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. **NOTE: For unfunded applications held by grantor agencies, use "GRANT FILES."** See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION: 1 anniversary year after receipt of denial notification.

GRIEVANCE FILES

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: 3 fiscal years after settlement.

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE

Item #350

This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation or chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to employee exposure and medical records; and 29CFR1910.1030, Bloodborne pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.

RETENTION: 30 years after any manner of separation or termination of employment.

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS

Item #324

This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103, Definitions). Per 45CFR164.105(a)(2)(iii)(C), Implementation specifications, Responsibilities of the covered entity, "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Retention is pursuant to 45CFR164.105(c)(2), Standard: Documentation, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS

Item #325

This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), 45CFR164 Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b), Policies and

procedures and documentation requirements. Retention is pursuant to 45CFR164.316(b)(2), Implementation specifications. See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

HISTORICAL DESIGNATION RECORDS

Item #423

This record series documents the historic designation of buildings, structures, sites or districts, including improvements, interiors and landscape features that are significant in the historical, architectural, cultural, aesthetic or archeological heritage of the state or local community. The series may include, but is not limited to, applications, descriptive property information, photographs, land sketches, staff analyses, evaluations and recommendations by reviewing authorities, designation reports, certificates of appropriateness, records of local Historical Preservation Boards regarding the historic designations, and other related documentation. These records have historical value.

RETENTION: Permanent.

HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE

Item #273

This record series consists of applications submitted by citizens who ultimately do not participate in the housing program. These applications have no activity on them and the individual has expressed no continuing interest in the program. The applications may become inactive because of changes in the eligibility requirements, lack of interest, inability to locate a home or to secure financing, relocation of applicant, or a failure to update the application by a given deadline. See also "HOUSING FINANCE ASSISTANCE RECORDS."

RETENTION: 4 fiscal years after last activity.

HOUSING FINANCE ASSISTANCE RECORDS

Item #274

This record series consists of records documenting housing finance assistance to low to moderate income households. The series may include, but is not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead based paint and radon records; housing agreements; income verifications; proofs of age or handicap; and other records as required by state/federal governments for public housing/housing finance assistance. Records relate to programs such as State Housing Initiatives Partnership (SHIP), governed by Section 420.907-9079, *Florida Statutes*, State Housing Initiatives Partnership, and Rule 67-37, *Florida Administrative Code*, State Housing Initiatives Partnership Program; HOME Investment Partnership Program, governed by Section 420.5089, *Florida Statutes*, HOME Investment Partnership Program, HOME Investment Partnership Fund, Rule 67-48.014-022, *Florida Administrative Code*, relating to the Home Investment Partnerships Program, and 24CFR, Part 92, Home Investment Partnerships Program; and other state or U.S. Department of Housing and Urban Development (HUD) programs. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."

RETENTION: 5 fiscal years after termination of rental agreement, funds expended and accounted for, and/or satisfaction of loans, whichever is the latest applicable event.

INCIDENT REPORT FILES

Item #241

This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "INJURY/ILLNESS RECORDS."

RETENTION: 4 anniversary years from date of incident.

INFORMATION REQUEST RECORDS

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: 1 fiscal year.

INJURY/ILLNESS RECORDS

Item #188

This record series consists of investigations, logs and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and

Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION RECORDS." For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses, Retention and updating. See also "INCIDENT REPORT FILES."

RETENTION: 5 calendar years.

INSPECTION/MAINTENANCE RECORDS: BRIDGE

Item #276

This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.

RETENTION: Retain for life of structure.

INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

Item #193

This record series consists of inspection reports, logs and summaries relating to the safety, health and security of employees, equipment, materials and facilities. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "DISASTER PREPAREDNESS DRILL RECORDS."

RETENTION: 4 calendar years after inspection.

INSPECTION REPORTS: FIRE EXTINGUISHER

Item #219

This record series consists of annual fire extinguisher inspection reports required by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(e)(3), Portable fire extinguishers, Inspection, maintenance and testing.

RETENTION: 1 anniversary year or life of equipment, whichever is sooner.

INSPECTOR'S ROUTE SHEETS: DAILY

Item #277

This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. **NOTE:** This record may also be part of the building permit records. See also "PERMITS: BUILDING."

RETENTION: 3 fiscal years.

INSURANCE RECORDS: AGENCY

Item #111

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life or other types of coverage on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

RETENTION: 5 fiscal years after final disposition of claim or expiration of policy.

INVENTORY: AGENCY PROPERTY

Item #40

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

RETENTION: 3 fiscal years.

INVENTORY: AGENCY RECORDS

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

INVESTIGATIVE RECORDS: INSPECTOR GENERAL

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: 5 anniversary years after final action.

INVESTMENT RECORDS

Item #278

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. ***These records may have archival value.***

RETENTION: 10 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.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES

Item #352

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS

Item #403

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: 20 anniversary years after project denied or abandoned. ***State agencies should 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.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS

Item #404

This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are ***not*** brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: 10 anniversary years. ***State agencies should 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.***

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS

Item #353

This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecasts, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED," "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)," "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS" and "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

LEGISLATION RECORDS

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.***

RETENTION: 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.***

LICENSES: CERTIFICATE OF COMPETENCY RECORDS

Item #253

This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

RETENTION: 3 fiscal years after the file is closed due to non-renewal and/or revocation of license.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)

Item #254

This record series consists of a "certificate of competency" license for a temporary licensed contractor applying for a current certificate of competency issued by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

RETENTION: 1 anniversary year after expiration, revocation, or denial of license.

LIEN DOCUMENTATION FILES

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: 5 fiscal years after satisfaction of lien.

LITIGATION CASE FILES

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

LOBBYIST REGISTRATION RECORDS

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

LOCAL GOVERNMENT MILEAGE REPORTS

Item #390

This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, *Florida Statutes*, County and municipal transportation program data, to provide mileage data as part of their annual financial reporting responsibilities. The report provides the number of miles of paved and unpaved roads within the local government's jurisdiction.

RETENTION: 5 fiscal years.

LOST AND FOUND RECORDS

Item #354

This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.

RETENTION: 3 fiscal years.

MAIL: REGISTERED AND CERTIFIED

Item #47

This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION: 1 fiscal year.

MAIL: UNDELIVERABLE/RETURNED

Item #1

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc., or abandoned at a mail/document pickup station by a defunct addressee. It does NOT include returned registered or certified mailings. **NOTE:** In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

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

MAILING/CONTACT LISTS

Item #29

This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, *Florida Statutes*, Purging of publication mailing lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."

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

MANAGEMENT SURVEYS/STUDIES: INTERNAL

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

MAPS: ORIGINALS

Item #280

This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of Court under *Florida Statutes* Section 177.111, Instructions for filing plat; Section 177.131, Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps; Section 177.132, Preservation of unrecorded maps; or Section 337.2735, Recording of municipal maps of reservation for transportation corridors and transportation facilities; or with the State Land Office under Section 253.031, Land office; custody of documents concerning land; moneys; plats. See also "SUBDIVISION PLANS."

RETENTION: Permanent.

MEDICAL RECORDS

Item #212

This record series documents routine health examinations *not* required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be covered by the applicable PERSONNEL RECORDS item. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 5 calendar years.

MEDICAL RECORDS: VETERAN SERVICES

Item #311

This record series consists of duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans. The series may also include related supporting documentation.

RETENTION: 7 fiscal years after last discharge or last entry.

MICROGRAPHICS: QUALITY CONTROL RECORDS

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: Permanent.

MINORITY APPOINTMENT REPORTING RECORDS

Item #406

This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, *Florida Statutes*, Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.

RETENTION: 4 anniversary years.

MINORITY BUSINESS CERTIFICATION CASE FILES

Item #169

This record series consists of case files documenting women and minority owned companies that have applied to the agency for certification as a certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, Small and Minority Business, Definitions, and in accordance with Section 287.0943, *Florida Statutes*, Certification of minority business enterprises. The series may include, but is not limited to, application for certification; documentation verifying minority ownership and control of the business; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

RETENTION: 3 fiscal years.

MINUTES: OFFICIAL MEETINGS

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: 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)

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: 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)

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 (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS."

RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." ***These records may have archival value.***

RETENTION: 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)

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

MINUTES: OTHER MEETINGS

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: 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.***

MOSQUITO CONTROL RECORDS

Item #425

This record series documents treatment, inspection, testing, tracking and other activities involved in the process of mosquito control. The series may include, but is not limited to, activity reports, treatment records, global positioning satellite tracking data from inspections and/or treatments, resistance testing, mosquito counts and identification records, equipment calibration records, chemical inventory logs, and correspondence. Do NOT use this item if records fall under a more appropriate retention schedule item such as "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY," "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT," "ENVIRONMENTAL REGULATION COMPLIANCE RECORDS" or other applicable item(s).

RETENTION: 5 fiscal years.

MUNICIPAL COURT DOCKET RECORDS

Item #323

This record series consists of records docketing municipal court cases at any time until the elimination of municipal courts in 1975. Information typically includes individual's name, case number, charge, date, plea, verdict and fine. There is no additional accumulation of these records; no audit requirements; no felony cases; and no legal, fiscal, administrative or historical value.

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

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM

Item #355

This series consists of records relating to the Federal Emergency Management Administration's voluntary Community Rating System (CRS) program, an incentive program allowing for discounted flood insurance rates for communities that exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION: Retain for duration of participation in program.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS

Item #356

This series consists of records documenting federally funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c, Mitigation Assistance, and 4104d, National Flood Mitigation Fund. See 44CFR, Emergency Management and Assistance.

RETENTION: Permanent.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS

Item #357

This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION: Permanent.

NEWS RELEASES

Item #34

This record series consists of news releases distributed by the agency. See also "PUBLIC INFORMATION FILES," "PUBLICATION PRODUCTION RECORDS" and "TRANSITORY MESSAGES." *These records may have archival value.*

RETENTION: 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.*

NOISE EXPOSURE MEASUREMENT RECORDS

Item #283

This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping - Record Retention. For audiometric test records, use the applicable PERSONNEL RECORDS item pursuant to 29CFR1910.95(m)(3)(ii).

RETENTION: 2 anniversary years.

OPERATIONAL AND STATISTICAL REPORT RECORDS

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

OPINIONS: LEGAL

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: 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)

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: 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.*

ORDINANCES

Item #228

This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, Procedures for adoption of ordinances and resolutions, defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ORDINANCES: SUPPORTING DOCUMENTS

Item #229

This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, and other supporting documentation. See also "ORDINANCES." *These records may have archival value.*

RETENTION: 5 anniversary years after adoption of ordinance. *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

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: 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.*

PARKING DECAL/PERMIT RECORDS: EMPLOYEES

Item #127

This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."

RETENTION: 2 fiscal years after expiration or cancellation of parking privileges.

PASSPORT RECORDS: DAILY

Item #407

This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.

RETENTION: 5 fiscal years.

PAYMENT CARD SENSITIVE AUTHENTICATION DATA

Item #395

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 3.1, April 2015 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.

RETENTION: Destroy immediately upon completion of transaction.

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

Item #385

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

RETENTION: 5 fiscal years after file becomes inactive.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

Item #129

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care or other purposes. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

RETENTION: 5 fiscal years after final action.

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS

Item #183

This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

PAYROLL RECORDS: NOT POSTED

Item #214

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the

stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 50 calendar years.

PAYROLL RECORDS: POSTED

Item #35

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

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.

PENSION RECORDS: PLAN/FUND

Item #358

This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

RETENTION: 5 fiscal years.

PENSION RECORDS: RETIREES

Item #359

This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years after final payment.

PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

Item #408

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.

RETENTION: 5 fiscal years after release, return or expiration of bond.

PERMITS: BUILDING

Item #286

This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See *Florida Statutes* Chapter 125, County Government, Chapter 166, Municipalities, regarding local government permitting authority; Section 553.79, Permits; applications; issuance; inspections; and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

RETENTION: 10 anniversary years.

PERMITS: CONFINED SPACE ENTRY

Item #284

This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of

work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

RETENTION: 1 anniversary year after cancellation of permit.

PERMITS: MINING (LOCAL GOVERNMENT)

Item #287

This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities. The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.

RETENTION: 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.

PERMITS: SIGNS (LOCAL GOVERNMENT)

Item #288

This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes*, Outdoor Advertising (see especially Section 479.07, *Florida Statutes*, Sign permits). Included in this series are the applications and supporting documents.

RETENTION: 3 fiscal years.

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

Item #19

This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, *Florida Statutes*, Personnel rules, records, and reports, and Rule 60L-30, *Florida Administrative Code*, Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 25 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)

Item #162

This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 50 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

Item #66

This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, *Florida Statutes*, and Rule 60L-30, *Florida Administrative Code*, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "DRUG TEST CASE FILES,"

"EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 3 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

Item #378

This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 5 fiscal years.

PETTY CASH DOCUMENTATION RECORDS

Item #202

This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "DISBURSEMENT RECORDS: DETAIL" and "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION: 5 fiscal years.

POSITION DESCRIPTION RECORDS

Item #38

This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."

RETENTION: 2 anniversary years after obsolete or superseded.

POSTAGE/SHIPPING RECORDS

Item #133

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."

RETENTION: 3 fiscal years.

PROBATION RECORDS

Item #320

This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with the Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).

RETENTION: 5 calendar years after case closed.

PROCLAMATIONS

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: 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.*

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PROJECT FILES: CAPITAL IMPROVEMENT

Item #136

This record series documents work done on capital improvement projects and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "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. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 10 fiscal years after completion or termination of project.

PROJECT FILES: FEDERAL

Item #137

This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable federal agency and the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: NON-CAPITAL IMPROVEMENT

Item #138

This record series documents work done on projects and/or project proposals that may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: OPERATIONAL

Item #291

This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.

RETENTION: 3 fiscal years after completion or termination of project.

PROMOTION/TRANSFER REQUEST RECORDS

Item #139

This record series documents employee requests for transfer or promotion within the agency. The series may include, but is not limited to, requests for promotion or transfer, copies of employment applications, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

RETENTION: 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.

PROPERTY CONTROL RECORDS

Item #222

This record series documents all agency property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."

RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.

PROPERTY TRANSFER RECORDS

Item #41

This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."

RETENTION: 1 fiscal year provided an updated physical inventory has been completed.

PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

Item #426

This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA

documentation per 45CFR164, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS" and "HIPAA" items.

RETENTION: 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later.

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

Item #328

This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b), Accounting of disclosures of protected health information, Implementation specifications: Content of the accounting, and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a), Accounting of disclosures of protected health information, Standard: Right to an accounting of disclosures of protected health information (specifically subsections (1) and (3)). See also "PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS" and "HIPAA" items.

RETENTION: 6 anniversary years from date of disclosure.

PUBLIC DEPOSITOR ANNUAL REPORT RECORDS

Item #389

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009 or equivalent Department of Financial Services form or predecessor form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. This series may also include documentation of authorization to execute this report. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

RETENTION: 5 fiscal years.

PUBLIC INFORMATION FILES

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: 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

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

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

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: 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.

PUBLICATION PRODUCTION RECORDS

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

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.

RADIO LOGS

Item #292

This record series consists of a log recording such information as the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION: 1 fiscal year.

RAIN CHECKS

Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide such information as date rain check was issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION: 3 fiscal years.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned. The series may include, but is not limited to, demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION: 5 anniversary years after final action.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include, but is not limited to, agency property deeds, appraisals, surveys, copies of building plans or blueprints, records of sale or other disposition of the property, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION: 3 fiscal years after termination of agency's ownership of the real property.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include, but is not limited to, appraisals, surveys and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION: 3 fiscal years.

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.

RECEIPT/REVENUE RECORDS: SUMMARY

Item #366

This record series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and

debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."

RETENTION: 10 fiscal years.

RECORDS DISPOSITION DOCUMENTATION

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: Permanent.

RECORDS MANAGEMENT COMPLIANCE STATEMENTS

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: 1 fiscal year.

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

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: Permanent.

RECORDS RETRIEVAL/REFERENCE RECORDS

Item #295

This record series documents the retrieval and refiling 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: Retain until obsolete, superseded, or administrative value is lost.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)

Item #427

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances not requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 1 anniversary year after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

Item #428

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to

work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

RESOLUTIONS

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: 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

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: 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

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: 3 calendar years after date of resolution.

RESPIRATOR FIT TESTING RECORDS

Item #298

This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators in "any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1), Respiratory protection program). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.

RETENTION: Retain until the next fit test is administered OR 4 anniversary years after any manner of separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

REVENUE SHARING APPLICATIONS

Item #388

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972. The Department of Revenue no longer requires annual submission of this application.

RETENTION: 5 fiscal years.

RIGHT-OF-WAY PERMIT RECORDS

Item #430

This record series consists of permits issued for construction in or use of the right of way. Uses for which permits may be issued for include, but are not limited to, performance of construction or installation of underground electric, gas, cable television, or telephone lines and other long term or permanent usage of the right of way, or temporary placement of heavy equipment for construction or building maintenance and temporary commercial dumpsters. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; copy of the permit; inspection report; start work notice; and other related documentation.

RETENTION: 5 fiscal years **or** as long as right of way is being used for permitted purpose, whichever is longer.

RULE DEVELOPMENT FILES

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: Retain as long as rule is in effect.

RULE REPORTING FILES

Item #431

This record series consists of agency reports to the Legislature documenting the agency's review and revision of their *Florida Administrative Code* rules and identifying rules they propose to adopt in the next fiscal year. Reports are required by Section 120.74, *Florida Statutes*, Agency review, revision, and report.

RETENTION: 10 fiscal years.

SALARY COMPARISON REPORTS

Item #49

This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." ***These records may have archival value.***

RETENTION: 1 fiscal year. ***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.***

SALARY SCHEDULES

Item #240

This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." ***These records may have archival value.***

RETENTION: 10 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.***

SALES/USE/LOCAL OPTION TAX RECORDS

Item #368

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.

RETENTION: 5 fiscal years.

SECURITY BREACH NOTICE RECORDS

Item #432

This records series consists of security breach notices submitted to the Florida Department of Legal Affairs as required by Section 501.171(3)(a), *Florida Statutes*, Security of confidential personal information. The series provides such information as a synopsis of the events surrounding the breach; the number of individuals affected by the breach; any services being offered related to the breach; a copy of the notice sent to affected individuals; copies of police reports; copies of policies in place regarding breaches; and steps that have been taken to rectify the breach.

RETENTION: 5 fiscal years after date of determination that no identify theft or financial harm resulted from the breach **OR** 2 anniversary years after last payment in a transaction involved in a violation, whichever is later.

SECURITY SCREENING RECORDS

Item #369

This record series consists of records documenting security screenings/background checks conducted on individuals who are ***not employees or candidates for employment*** (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.

RETENTION: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

SIGNATURE AUTHORIZATION RECORDS

Item #300

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

RETENTION: 1 fiscal year after obsolete or superseded.

SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS

Item #411

This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include,

but is not limited to, social media account information, authorization records, access rights records, and other related records.

RETENTION: 1 anniversary year after superseded or employee separates from employment.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

Item #144

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RETENTION: 4 calendar years after due date of tax.

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

Item #370

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal or improper acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

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

STAFF ADMINISTRATION RECORDS

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

STORAGE TANK RECORDS

Item #412

This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

RETENTION: Retain for life of tank.

SUBDIVISION PLANS

Item #301

This record series consists of final and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS."

RETENTION: Permanent.

SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS

Item #433

This record series consists of preliminary construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS."

RETENTION: 10 anniversary years.

SUBJECT/REFERENCE FILES

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: 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

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: 1 anniversary year after compliance date specified in subpoena.

SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS

Item #386

This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

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

SURVEILLANCE RECORDINGS

Item #302

This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.

RETENTION: 30 days.

SURVEYS: AERIAL

Item #303

This record series consists of aerial survey records including, but not limited to, negatives, prints, and supporting documentation.

RETENTION: Permanent.

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

Item #304

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RETENTION: 5 fiscal years.

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.

TOURIST DEVELOPMENT TAX COLLECTION RECORDS

Item #305

This record series documents the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years.

TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS

Item #413

This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, *Florida*

Statutes, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years after account no longer active.

TRAFFIC ACCIDENT REPORTS

Item #306

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RETENTION: 4 calendar years.

TRAINING MATERIAL RECORDS

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: 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

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

TRAVEL RECORDS

Item #52

This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also “DISBURSEMENT RECORDS: DETAIL.”

RETENTION: 5 fiscal years.

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES

Item #375

This series documents each local taxing authority’s compliance with Florida’s Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.

RETENTION: 5 fiscal years.

UNCLAIMED PROPERTY RECORDS

Item #309

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION: 5 anniversary years after the property becomes reportable.

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

Item #149

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."

RETENTION: 5 fiscal years.

VEHICLE ACCIDENT RECORDS

Item #78

This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION: 4 anniversary years.

VEHICLE LOCATOR RECORDS

Item #414

This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.

RETENTION: 30 days.

VEHICLE RECORDS

Item #154

This record series consists of records documenting each vehicle owned by the agency including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION: 1 anniversary year after disposition of vehicle.

VENDOR FILES

Item #97

This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.

RETENTION: 3 fiscal years.

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

Item #243

This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

RETENTION: 90 days.

VISITOR/ENTRY RECORDS

Item #54

This record series consists of logs or other records documenting visitors' and employees' entry into an agency's building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

RETENTION: 30 days.

VOUCHERS: FEDERAL PROJECTS PAID

Item #156

This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

RETENTION: 5 fiscal years after completion or termination of project.

WHISTLE BLOWER INVESTIGATIVE RECORDS

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: 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.***

WORK ORDERS

Item #141

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order may include such information as dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. For record copies of payment information, use "DISBURSEMENT RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION: 3 fiscal years.

WORK SCHEDULES

Item #289

This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

RETENTION: 1 fiscal year after obsolete or superseded.

WORKERS' COMPENSATION RECORDS

Item #55

This record series documents employee injuries or illness where a Workers' Compensation claim is made. The series consists of the first report of injury forms and any other employer's reports and associated documentation, including, but not limited to, Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY/ILLNESS RECORDS."

RETENTION: 5 calendar years.

ZONING VARIANCE RECORDS

Item #312

This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

RETENTION: Permanent.

911 RECORDS: LOGS

Item #377

This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system, such as the Automatic Number Indicator System (ANI). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place to ensure records are retained as long as necessary for these purposes. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 COMMUNICATIONS RECORDS."

RETENTION: 1 anniversary year after call received.

911 COMMUNICATIONS RECORDS

Item #434

This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 RECORDS: LOGS."

RETENTION: 30 days.

CROSS-REFERENCE

ACCESSION RECORDS: LIBRARY

use GS15 for Public Libraries

or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

ACCIDENT RECORDS

use VEHICLE ACCIDENT RECORDS

ACCOUNTS PAYABLE RECORDS

use DISBURSEMENT RECORDS: DETAIL

ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS

use DISBURSEMENT RECORDS: DETAIL

ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS

use DISBURSEMENT RECORDS: SUMMARY

or RECEIPT/REVENUE RECORDS: SUMMARY

ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY

use DISBURSEMENT RECORDS: SUMMARY

or RECEIPT/REVENUE RECORDS: SUMMARY

ACCOUNTS RECEIVABLE RECORDS

use RECEIPT/REVENUE RECORDS: DETAIL

ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS

use RECEIPT/REVENUE RECORDS: DETAIL

ACQUISITION RECORDS: LIBRARY

use GS15 for Public Libraries

or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

ACTIVITY REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

AD VALOREM TAX RECORDS

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS

use ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

AERIAL SURVEYS

use SURVEYS: AERIAL

AGENDAS

use MINUTES: OFFICIAL MEETINGS

AGREEMENTS: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

AGREEMENTS: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

AMENDMENTS

*****CROSS-REFERENCE*****

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

ANNUAL BUDGETS

use BUDGET RECORDS: APPROVED ANNUAL BUDGET
or BUDGET RECORDS: SUPPORTING DOCUMENTS

ANNUAL FINANCIAL REPORTS

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS
or FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

ANNUAL LEDGERS

use FINANCIAL HISTORY SUMMARY RECORDS

APPLICATIONS: EMPLOYMENT (NOT HIRED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

APPLICATIONS: LIBRARY CARDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

APPLICATIONS FOR REVENUE SHARING

use REVENUE SHARING APPLICATIONS

APPRAISALS: LAND (NOT PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

APPRAISALS: LAND (PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS

use ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

ATTENDANCE RECORDS: LEAVE

use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX

use ATTENDANCE AND LEAVE RECORDS

AUDIO RECORDINGS OF OFFICIAL MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

AUTOPSY/MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS

use DISBURSEMENT RECORDS: DETAIL

BACKGROUND/SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS: NON-EMPLOYEES for non-employees

BAD CHECK RECORDS

use RECEIPT/REVENUE RECORDS: DETAIL

BALANCE SHEETS

use RECEIPT/REVENUE RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS

use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS

use BANK/FINANCIAL ACCOUNT STATEMENTS

BANK STATEMENTS: RECONCILIATIONS

*****CROSS-REFERENCE*****

use BANK/FINANCIAL ACCOUNT STATEMENTS

BARGAINING RECORDS: SUPPORTING DOCUMENTS

use BARGAINING RECORDS

BEQUESTS

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

BIOGRAPHICAL FILES

use STAFF ADMINISTRATION RECORDS

BOND ADMINISTRATION RECORDS

use BOND FINANCING ADMINISTRATIVE RECORDS

BOND REGISTERS

use BOND FINANCING ADMINISTRATIVE RECORDS

BONDS AND BOND INTEREST COUPONS

use BOND FINANCING ADMINISTRATIVE RECORDS

BONDS, PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

BONUS RECORDS: PEER REVIEW EVALUATIONS

use BONUS/AWARD RECORDS: EMPLOYEES

BREATH ALCOHOL RECORDS

use DRUG TEST CASE FILES

or PERSONNEL RECORDS

BRIDGE INSPECTION RECORDS

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

BUDGET TRANSFER FORMS

use DISBURSEMENT RECORDS: DETAIL

or RECEIPT/REVENUE RECORDS: DETAIL

BUILDING CODE BOARD ADJUSTMENT HEARING CASE FILES

use ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

or ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

BUILDING CODE BOARD AGENDAS

use MINUTES: OFFICIAL MEETINGS

BUILDING PERMIT APPLICATIONS

use PERMITS: BUILDING

or ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

BUILDING PERMITS

use PERMITS: BUILDING

BUILDING PLANS: COMMERCIAL

use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

BUILDING PLANS: RESIDENTIAL

use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

BYLAWS

*****CROSS-REFERENCE*****

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CAFETERIA/FLEXIBLE SPENDING PLAN: ENROLLMENTS AND CLAIMS

use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

CAPITAL EXPENDITURE PLANS

use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT AGREEMENTS/CONTRACTS/LEASES

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CAPITAL IMPROVEMENT PROJECT FILES

use PROJECT FILES: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT SUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

CASH COLLECTION RECORDS: RECEIPT/REPORT

use RECEIPT/REVENUE RECORDS: DETAIL

CASH COLLECTION RECORDS

use RECEIPT/REVENUE RECORDS: DETAIL

CASH REGISTER TAPES

use RECEIPT/REVENUE RECORDS: DETAIL

CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS

use INFORMATION REQUEST RECORDS

CERTIFICATE OF COMPETENCY RECORDS

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

CERTIFICATION FORWARD DOCUMENTS

use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

CHECKS: CANCELED

use DISBURSEMENT RECORDS: DETAIL

CHECKS: LOG

use DISBURSEMENT RECORDS: SUMMARY

CHECKS: REGISTERS

use DISBURSEMENT RECORDS: SUMMARY

CHECKS: STUBS

use DISBURSEMENT RECORDS: DETAIL

CITIZEN COMPLAINTS

use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CLASS SPECIFICATION RECORDS

use POSITION DESCRIPTION RECORDS

CODE ENFORCEMENT BOARD CASE FILES

*****CROSS-REFERENCE*****

use CODE ENFORCEMENT HEARING CASE FILES

COMMERCIAL BUILDING PLANS

use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

COMMERCIAL CERTIFICATE OF OCCUPANCY

use CERTIFICATE OF OCCUPANCY: COMMERCIAL

COMMODITY PROGRAM RECORDS

use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

COMMUNITY SERVICE ATTENDANCE RECORDS

use ATTENDANCE RECORDS: COMMUNITY SERVICE

COMPLIANCE FORMS

use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

COMPREHENSIVE ANNUAL FINANCIAL REPORTS (LOCAL GOVERNMENT)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) RECORDS

use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

CONFINED SPACE PERMITS

use PERMITS: CONFINED SPACE ENTRY

CONSTITUTIONS

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CONSUMER CERTIFICATE OF EXEMPTION (DR-14 FORM)

use DISBURSEMENT RECORDS: DETAIL

CONSUMER COMPLAINTS

use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CONTINUING EDUCATION RECORDS: IN-HOUSE

use PERSONNEL RECORDS

CONTRACTS: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CONTRACTS: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

CONVENIENCE COPIES

use ADMINISTRATIVE CONVENIENCE RECORDS

CONVEYANCE RECORDS

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

CORRESPONDENCE: ROUTINE

use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

COUNTY GOVERNMENT ANNUAL REPORTS

use ANNUAL REPORTS: COUNTY GOVERNMENT

COURT ORDERED GARNISHMENT RECORDS

use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

*****CROSS-REFERENCE*****

CREDIT CARD SECURITY CODES

use PAYMENT CARD SENSITIVE AUTHENTICATION DATA

CUSTOMER FILES

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT or other applicable item

DAILY ACTIVITY REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

DEDUCTION AUTHORIZATION RECORDS

use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

DEEDS: AGENCY PROPERTY

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

DEPOSIT/WITHDRAWAL/TRANSFER SLIPS

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

DISASTER DRILL RECORDS

use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PLANS

use DISASTER PREPAREDNESS PLANS

DISASTER PREPAREDNESS PLAN REVIEW RECORDS

use EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

DISASTER PREPAREDNESS RECORDS: DRILLS

use DISASTER PREPAREDNESS DRILL RECORDS

DISASTER PREPAREDNESS DRILLS

use DISASTER PREPAREDNESS DRILL RECORDS

DISCIPLINARY CASE FILES

use DISCIPLINARY CASE FILES: EMPLOYEES

DRUG TEST RECORDS

use DRUG TEST CASE FILES

DRUG TEST RECORDS: EQUIPMENT

use DRUG TEST EQUIPMENT RECORDS

DRUG TEST RECORDS: PROGRAM

use DRUG TEST PROGRAM ADMINISTRATION RECORDS

DUPLICATES

unless otherwise specified, retention for duplicates is "Retain until obsolete, superseded, or administrative value is lost."

EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

EEOC RECORDS/REPORTS

use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

EMERGENCY OPERATIONS RECORDS: APPLICATIONS

use EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS

EMPLOYEE DISCIPLINARY CASE FILES

use DISCIPLINARY CASE FILES: EMPLOYEES

*****CROSS-REFERENCE*****

EMPLOYEE PRE-COUNSELING RECORDS
use EMPLOYEE CONDUCT COUNSELING RECORDS

EMPLOYMENT APPLICATIONS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT ELIGIBILITY LIST
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT EXAMINATION RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

EMPLOYMENT VERIFICATION RECORDS
use VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

ENCUMBRANCE RECORDS
use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

ENVIRONMENTAL REGULATION RECORDS
use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

EQUIPMENT MAINTENANCE/USAGE RECORDS
use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

EQUIPMENT USAGE RECORDS
use EQUIPMENT/VEHICLE USAGE RECORDS

EVENT RECORDS
use PUBLIC PROGRAM/EVENT RECORDS

EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT
use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS
use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY

EXPENDITURE REPORTS
use DISBURSEMENT RECORDS: DETAIL
or DISBURSEMENT RECORDS: SUMMARY

FACILITY RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS

FAMILY AND MEDICAL LEAVE ACT ATTENDANCE RECORDS
use ATTENDANCE AND LEAVE RECORDS

FEDERAL PROJECT FILES
use PROJECT FILES: FEDERAL

FEDERAL PROJECT PAID VOUCHERS
use VOUCHERS: FEDERAL PROJECTS PAID

FICA REPORTS
use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

FINAL ORDERS
use FINAL ORDERS RECORDS: INDEXED OR LISTED
or FINAL ORDERS RECORDS: NOT INDEXED OR LISTED
or FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

*****CROSS-REFERENCE*****

FINAL ORDERS: INDEX

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINAL ORDERS: LIST

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINANCIAL DISCLOSURE EMPLOYEE LIST (submitted to Commission on Ethics upon request per Section 112.3144(5)(a), *Florida Statutes*)

use INFORMATION REQUEST RECORDS

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FIRE EXTINGUISHER RECORDS

use INSPECTION REPORTS: FIRE EXTINGUISHER

FIRE INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

FLOOD INSURANCE PROGRAM RECORDS, NATIONAL

use NATIONAL FLOOD INSURANCE PROGRAM RECORDS

FUEL REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL USE REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL STORAGE TANK RECORDS

Use STORAGE TANK RECORDS

GARNISHMENT RECORDS

use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GENERAL LEDGERS: ANNUAL SUMMARY

use FINANCIAL HISTORY SUMMARY RECORDS

GENERAL LEDGERS: SUPPORTING DOCUMENTS

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

GOVERNING BODY ANNUAL REPORTS

use ANNUAL REPORTS: GOVERNING BODY

GRANT FILES: GRANTOR AGENCY/RECIPIENT

use GRANT FILES
or GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

HEALTH EXAMINATION RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS
or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE
or MEDICAL RECORDS
or PERSONNEL RECORDS

*****CROSS-REFERENCE*****

HIPAA RECORDS

use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS
or PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

HUMAN/SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

I-9 FORMS

use EMPLOYMENT ELIGIBILITY VERIFICATION FORMS
or applicable PERSONNEL RECORDS item

INCIDENT/INVESTIGATION REPORTS

use INCIDENT REPORT FILES

INCIDENT REPORTS

use INCIDENT REPORT FILES

INJURY REPORTS

use INJURY/ILLNESS RECORDS
or VEHICLE ACCIDENT RECORDS
or WORKERS' COMPENSATION RECORDS

INSPECTION RECORDS: BRIDGE/MAINTENANCE

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

INTERNAL SURVEYS/STUDIES

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

INVENTORY: EXPENDABLE PROPERTY/SUPPLIES

use INVENTORY: AGENCY PROPERTY

INVENTORY: FIXED ASSETS/OPERATING CAPITAL OUTLAY

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: EXPENDABLE

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: FIXED ASSETS

use INVENTORY: AGENCY PROPERTY

INVENTORY RECORDS: PHYSICAL

use INVENTORY: AGENCY PROPERTY

INVOICES

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

JOB ADVERTISEMENTS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS

use POSITION DESCRIPTION RECORDS

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS

*****CROSS-REFERENCE*****

use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

JOURNAL TRANSACTIONS (DAILY)

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

JOURNAL TRANSACTIONS (MONTHLY SUMMARY)

use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY

JOURNALS: VOUCHERS

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS

use ACCESS CONTROL RECORDS

LAND APPRAISALS

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

LEASES: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEASES: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

LEASES: REAL PROPERTY

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEAVE INDEX RECORDS

use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS

use ATTENDANCE AND LEAVE RECORDS

LEDGERS: GENERAL (ANNUAL SUMMARY)

use FINANCIAL HISTORY SUMMARY RECORDS

LEDGERS: GENERAL (SUPPORTING DOCUMENTS)

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

LEGAL ADVERTISEMENTS

use ADVERTISEMENTS: LEGAL

LEGAL OPINIONS

use OPINIONS: LEGAL
or OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

LIBRARY ACQUISITION RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CARD RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CIRCULATION RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

*****CROSS-REFERENCE*****

LIBRARY SHELF LIST

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LICENSES: OCCUPATIONAL

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

LONG DISTANCE TELEPHONE CALL RECORDS

use TELEPHONE CALL RECORDS

MAIL: REGISTERED AND CERTIFIED RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

MAIL: UNDELIVERABLE FIRST CLASS

use MAIL: UNDELIVERABLE/RETURNED

MAINTENANCE RECORDS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAINTENANCE RECORDS: VEHICLE

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAPS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items for which maps are supporting documents
or ADMINISTRATIVE CONVENIENCE RECORDS

MATERIALS SAFETY RECORDS

use EXPOSURE RECORDS

MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

MEETING TRANSCRIPTS

use MINUTES: OFFICIAL MEETINGS

MEMORANDA

use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE
or CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other items with which memoranda are filed

MILEAGE REPORTS: LOCAL GOVERNMENT

use LOCAL GOVERNMENT MILEAGE REPORTS

MINING PERMITS

use PERMITS: MINING (LOCAL GOVERNMENT)

MINORITY CERTIFICATION CASE FILES

use MINORITY BUSINESS CERTIFICATION CASE FILES

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

MINUTES: OFFICIAL MEETINGS (AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

NEW HIRE REPORTS

use PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

*****CROSS-REFERENCE*****

OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

OFFICIAL MINUTES

use MINUTES: OFFICIAL MEETINGS

OPS RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PERFORMANCE BONDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

PERIODIC PROGRESS REPORTS: INTERNAL

use OPERATIONAL AND STATISTICAL REPORTS
or MANAGEMENT SURVEYS/STUDIES: INTERNAL

PERMITS/BUILDING: APPLICATIONS

use ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN
or PERMITS: BUILDING

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TEMPORARY SIGN

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)
or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TREE REMOVAL (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: TREE REMOVAL (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE

use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

use General Records Schedule GS2 for Law Enforcement, which includes this item

PERSONNEL RECORDS: SCHEDULES

use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR

use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY

use MAPS: ORIGINALS

PLATS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items to which the supporting documents relate
or ADMINISTRATIVE CONVENIENCE RECORDS

*****CROSS-REFERENCE*****

POLICIES

use DIRECTIVES/POLICIES/PROCEDURES

POSTAGE RECORDS

use POSTAGE/SHIPPING RECORDS

PRE-EMPLOYMENT RECORDS: NOT HIRED

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

PRESS RELEASES

use NEWS RELEASES

PROCEDURES

use DIRECTIVES/POLICIES/PROCEDURES

PROGRAM FILES: ONGOING/LONG-TERM PROGRAMS

use PROJECT FILES: OPERATIONAL or other applicable item

PROGRAM/SUBJECT/REFERENCE FILES

use SUBJECT/REFERENCE FILES

PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)

use PROMOTION/TRANSFER REQUEST RECORDS

PROPERTY RECORDS: UNCLAIMED

use UNCLAIMED PROPERTY RECORDS

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PUBLIC EMPLOYEE RELATIONS FILES

use GRIEVANCE FILES

PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC RECORDS REQUESTS

use INFORMATION REQUEST RECORDS

PUBLIC SAFETY ALERTS [email/text alerts from schools, Police Departments, etc.]

use PUBLIC INFORMATION FILES

or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

or other applicable item

PUBLICATIONS AND MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

*****CROSS-REFERENCE*****

PURCHASE ORDER LOGS

use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS

READING FILES

use ADMINISTRATIVE CONVENIENCE RECORDS

REAL-ESTATE RECORDS: CONDEMNATION/DISPOSAL

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

RECEIPT BOOKS: CASH

use RECEIPT/REVENUE RECORDS: DETAIL

RECEIPTS: REGISTERED AND CERTIFIED MAIL

use MAIL: REGISTERED AND CERTIFIED

RECEIVING REPORTS

use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS

use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS

use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION REQUEST FORMS (FORM 107)

use RECORDS DISPOSITION DOCUMENTATION

RECORDS RETENTION SCHEDULE FORMS (FORM 105)

use RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

RECRUITMENT & SELECTION PACKAGES

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

RED LIGHT CAMERA RECORDS

use SURVEILLANCE RECORDINGS

RED LIGHT CAMERA VIOLATION APPEAL HEARING RECORDS

use CODE ENFORCEMENT HEARING CASE FILES

REDACTION REQUEST RECORDS

use PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

REFERENCE FILES: EQUIPMENT

use EQUIPMENT REFERENCE FILES

REFUND REQUESTS

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

REGISTERED AND CERTIFIED MAIL RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

REGISTRATION RECORDS: EVENTS

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATION RECORDS: RECREATION (SUMMER/DAY CAMP)

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATIONS: MOTOR VEHICLES
use VEHICLE RECORDS

RENTAL RECORDS
use FACILITY RESERVATION/RENTAL RECORDS

REQUISITION LOGS
use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS

REQUISITIONS
use DISBURSEMENT RECORDS: DETAIL
or PURCHASING RECORDS

RESIDENTIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS
use RECORDS RETRIEVAL/REFERENCE RECORDS

RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE
use RIGHT-OF-WAY PERMIT RECORDS

RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE
use RIGHT-OF-WAY PERMIT RECORDS

ROAD RECORDS
use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS
use INSPECTOR'S ROUTE SHEETS: DAILY

SAFETY INSPECTION RECORDS
use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SALES TAX EXEMPTION
use DISBURSEMENT RECORDS: DETAIL

SEARCH COMMITTEE RECORDS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

SECURITY CHECKS
use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS for non-employees

SECURITY INSPECTION RECORDS
use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SERVICE SCHEDULES
use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS
use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS

*****CROSS-REFERENCE*****

use PERMITS: SIGNS (LOCAL GOVERNMENT)

SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

SOFTWARE RECORDS

use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS

use AUTOMATED ACCOUNTING SYSTEM REPORTS

STATE AWARDS AND RECOGNITION FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATE HOUSING INITIATIVES & HOME INVESTMENTS PARTNERSHIP PROGRAM

use HOUSING FINANCE ASSISTANCE RECORDS

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATISTICAL REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS

use DISBURSEMENT RECORDS: DETAIL

STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)

use SUBDIVISION PLANS

SUMMONSES

use LITIGATION CASE FILES

SUPPLY RECORDS

use INVENTORY: AGENCY PROPERTY

SURVEILLANCE VIDEO TAPES

use SURVEILLANCE RECORDINGS

SURVEYS/STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

TELEPHONE CALL RECORDS: LONG DISTANCE

use TELEPHONE CALL RECORDS

TEMPORARY SIGN PERMITS

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

*****CROSS-REFERENCE*****

TIME CARDS/TIMESHEETS

use ATTENDANCE AND LEAVE RECORDS
or PAYROLL RECORDS: SUPPORTING DOCUMENTS

TRAINING RECORDS

use PERSONNEL RECORDS

TRAINING RECORDS: ASBESTOS

use PERSONNEL RECORDS

TRAINING RECORDS: BREATH ALCOHOL

use PERSONNEL RECORDS

TRANSCRIPTS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS

TRIAL BALANCE REPORTS

use DISBURSEMENT RECORDS: SUMMARY
or RECEIPT/REVENUE RECORDS: SUMMARY

TRUST FUND RECORDS

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

UNDELIVERABLE FIRST CLASS MAIL

use MAIL: UNDELIVERABLE/RETURNED

UTILITY CUSTOMER RECORDS

Utility offices/agencies should use GS14 for Public Utilities, which includes this item

VALIDATING MACHINE TAPE RECORDS

use RECEIPT/REVENUE RECORDS: DETAIL

VEHICLE ACCIDENT REPORTS

use VEHICLE ACCIDENT RECORDS
or INJURY/ILLNESS RECORDS
or WORKERS' COMPENSATION RECORDS

VEHICLE LOGS

use EQUIPMENT/VEHICLE USAGE RECORDS

VEHICLE MAINTENANCE/USAGE RECORDS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

VETERAN SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: VETERAN SERVICES

VETERAN SERVICES: MEDICAL RECORDS

use MEDICAL RECORDS: VETERAN SERVICES

VIDEO RECORDINGS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

VIDEO RECORDINGS: OTHER

use SURVEILLANCE RECORDINGS
or other items to which the video recordings relate

VISITOR LOGS

use VISITOR/ENTRY RECORDS

VOICE MAIL

*****CROSS-REFERENCE*****

use TRANSITORY MESSAGES
or other items to which the voice mail relates

VOLUNTEER RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

VOUCHERS: INDIVIDUAL AGENCY

use DISBURSEMENT RECORDS: DETAIL

VOUCHERS: JOURNAL

use DISBURSEMENT RECORDS: DETAIL
or RECEIPT/REVENUE RECORDS: DETAIL

WORK ORDERS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

WORKERS' COMPENSATION AND INJURY REPORT RECORDS

use WORKERS' COMPENSATION RECORDS

WORKING PAPERS

use DRAFTS AND WORKING PAPERS

W-2 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-3 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-4 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-9 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ZONING VARIANT REQUEST AND DETERMINING RECORDS

use ZONING VARIANCE RECORDS

911 RECORDINGS

use 911 COMMUNICATIONS RECORDS
or 911 RECORDS: LOGS

941-E FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-A FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-B FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-C FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1096 REPORTS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1099 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1099 REPORTS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

General Records Schedule GS1-SL for State and Local Government Agencies
*****CROSS-REFERENCE*****

1099-INT FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ALPHABETICAL LISTING

ALPHABETICAL LISTING

| | |
|---|-----------|
| ACCESS CONTROL RECORDS | Item #189 |
| ADDRESS REQUEST RECORDS | Item #415 |
| ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL) | Item #244 |
| ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL) | Item #331 |
| ADMINISTRATIVE CONVENIENCE RECORDS | Item #2 |
| ADMINISTRATIVE SUPPORT RECORDS | Item #3 |
| ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER | Item #122 |
| ADVERTISEMENTS: LEGAL | Item #25 |
| AFFIRMATIVE ACTION RECORDS | Item #82 |
| ANIMAL CONTROL RECORDS | Item #234 |
| ANNEXATION RECORDS | Item #247 |
| ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS | Item #380 |
| ANNUAL REPORTS: COUNTY GOVERNMENT | Item #246 |
| ANNUAL REPORTS: GOVERNING BODY | Item #245 |
| ARCHITECTURAL/BUILDING PLANS: COMMERCIAL | Item #216 |
| ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS | Item #204 |
| ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL | Item #252 |
| ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN | Item #332 |
| ATTENDANCE AND LEAVE RECORDS | Item #116 |
| ATTENDANCE RECORDS: COMMUNITY SERVICE | Item #249 |
| AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS | Item #393 |
| AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS | Item #394 |
| AUDITS: AUDITOR GENERAL | Item #8 |
| AUDITS: INDEPENDENT | Item #56 |
| AUDITS: INTERNAL | Item #73 |
| AUDITS: STATE/FEDERAL | Item #83 |
| AUDITS: SUPPORTING DOCUMENTS | Item #57 |
| AUTOMATED ACCOUNTING SYSTEM REPORTS | Item #50 |
| BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS | Item #416 |
| <i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i> | |
| BALLOTS | Item #397 |
| BANK/FINANCIAL ACCOUNT STATEMENTS | Item #85 |
| BARGAINING RECORDS | Item #87 |
| BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS | Item #70 |
| BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS | Item #71 |
| BID RECORDS: NON-CAPITAL IMPROVEMENT | Item #72 |
| BOND FINANCING ADMINISTRATIVE RECORDS | Item #417 |
| BOND RESOLUTIONS/ORDINANCES | Item #191 |
| BONUS/AWARD RECORDS: EMPLOYEES | Item #333 |
| BUDGET RECORDS: APPROVED ANNUAL BUDGET | Item #58 |
| BUDGET RECORDS: SUPPORTING DOCUMENTS | Item #88 |
| BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT | Item #221 |
| CABINET AFFAIRS FILES | Item #11 |
| CALENDARS | Item #89 |
| CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS | Item #235 |
| CERTIFICATE OF OCCUPANCY: COMMERCIAL | Item #255 |
| CERTIFICATE OF OCCUPANCY: RESIDENTIAL | Item #256 |
| CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS | Item #207 |
| CHILD CARE RECORDS | Item #257 |
| CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES | Item #418 |
| CLIENT CASE FILES: HUMAN/SOCIAL SERVICES | Item #275 |
| CLIENT CASE FILES: VETERAN SERVICES | Item #310 |
| CODE ENFORCEMENT HEARING CASE FILES | Item #236 |
| CODE VIOLATION RECORDS: CITATION ISSUED | Item #398 |

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ALPHABETICAL LISTING

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| CODE VIOLATION RECORDS: NO CITATION ISSUED | Item #237 |
| COMMITTEE/BOARD APPOINTMENT RECORDS | Item #334 |
| COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS | Item #379 |
| COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS | Item #258 |
| COMMUNICATIONS AUDIO RECORDINGS | Item #335 |
| COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES | Item #94 |
| COMPREHENSIVE MASTER PLANS: ADOPTED | Item #166 |
| COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS) | Item #174 |
| COMPUTER LOGS | Item #391 |
| CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY | Item #64 |
| CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT | Item #65 |
| COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION | Item #337 |
| CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE | Item #17 |
| CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT | Item #338 |
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| DEFERRED COMPENSATION SUMMARY REPORTS | Item #339 |
| DIRECTIVES/POLICIES/PROCEDURES | Item #186 |
| DISASTER PREPAREDNESS DRILL RECORDS | Item #259 |
| DISASTER PREPAREDNESS PLANS | Item #210 |
| DISASTER RELIEF RECORDS | Item #321 |
| DISBURSEMENT RECORDS: DETAIL | Item #340 |
| DISBURSEMENT RECORDS: SUMMARY | Item #341 |
| DISCIPLINARY CASE FILES: EMPLOYEES | Item #98 |
| DOMESTIC PARTNERSHIP REGISTRY RECORDS | Item #399 |
| DONATION RECORDS | Item #342 |
| DRAFTS AND WORKING PAPERS | Item #242 |
| DRUG TEST CASE FILES | Item #260 |
| DRUG TEST EQUIPMENT RECORDS | Item #261 |
| DRUG TEST PROGRAM ADMINISTRATION RECORDS | Item #262 |
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| <i>ELECTRONIC COMMUNICATIONS</i> | |
| | |
| ELECTRONIC FUNDS TRANSFER RECORDS | Item #264 |
| | |
| ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION | Item #231 |
| EMERGENCY MANAGEMENT PLAN REVIEW RECORDS | Item #419 |
| EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN | Item #266 |
| EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS | Item #267 |
| EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS | Item #268 |
| EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS | Item #265 |
| EMPLOYEE ASSISTANCE PROGRAM RECORDS | Item #269 |
| EMPLOYEE CONDUCT COUNSELING RECORDS | Item #206 |
| EMPLOYMENT APPLICATION AND SELECTION RECORDS | Item #24 |
| EMPLOYMENT APPLICATIONS: UNSOLICITED | Item #400 |
| EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS | Item #343 |
| EMPLOYMENT ASSISTANCE PROGRAM RECORDS | Item #113 |
| EMPLOYMENT ELIGIBILITY VERIFICATION FORMS | Item #420 |
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| ENCUMBRANCE/CERTIFICATION FORWARD RECORDS | Item #20 |
| ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS | Item #211 |
| ENERGY CONSUMPTION AND COST REPORTING RECORDS | Item #401 |
| ENGINEERING RECORDS: INFRASTRUCTURE | Item #344 |
| ENVIRONMENTAL REGULATION COMPLIANCE RECORDS | Item #167 |
| EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS | Item #103 |
| EQUIPMENT REFERENCE FILES | Item #223 |
| EQUIPMENT/VEHICLE MAINTENANCE RECORDS | Item #104 |
| EQUIPMENT/VEHICLE USAGE RECORDS | Item #224 |
| EXPENDITURE PLANS: CAPITAL IMPROVEMENT | Item #208 |
| EXPOSURE RECORDS | Item #227 |
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| FACILITY RESERVATION/RENTAL RECORDS | Item #270 |
| FALSE ALARM RECORDS | Item #345 |
| FEASIBILITY STUDY RECORDS | Item #106 |
| FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS | Item #157 |

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| FEE/SERVICE SCHEDULES | Item #271 |
| FINAL ORDERS RECORDS: INDEXED OR LISTED | Item #67 |
| FINAL ORDERS RECORDS: NOT INDEXED OR LISTED | Item #421 |
| FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS | Item #396 |
| FINANCIAL ACCOUNT AUTHORIZATION RECORDS | Item #84 |
| FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT) | Item #346 |
| FINANCIAL HISTORY SUMMARY RECORDS | Item #347 |
| FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS | Item #107 |
| FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS) | Item #108 |
| FOOD SERVICE ESTABLISHMENT LICENSE RECORDS | Item #402 |
| FUEL TAX REPORTS | Item #213 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS | Item #381 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE | Item #382 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL | Item #383 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA | Item #384 |
| GRANT FILES | Item #422 |
| GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES) | Item #349 |
| GRIEVANCE FILES | Item #110 |
| HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE | Item #350 |
| HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS | Item #324 |
| HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS | Item #325 |
| HISTORICAL DESIGNATION RECORDS | Item #423 |
| HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE | Item #273 |
| HOUSING FINANCE ASSISTANCE RECORDS | Item #274 |
| INCIDENT REPORT FILES | Item #241 |
| INFORMATION REQUEST RECORDS | Item #23 |
| INJURY/ILLNESS RECORDS | Item #188 |
| INSPECTION/MAINTENANCE RECORDS: BRIDGE | Item #276 |
| INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH | Item #193 |
| INSPECTION REPORTS: FIRE EXTINGUISHER | Item #219 |
| INSPECTOR'S ROUTE SHEETS: DAILY | Item #277 |
| INSURANCE RECORDS: AGENCY | Item #111 |
| INVENTORY: AGENCY PROPERTY | Item #40 |
| INVENTORY: AGENCY RECORDS | Item #319 |
| INVESTIGATIVE RECORDS: INSPECTOR GENERAL | Item #351 |
| INVESTMENT RECORDS | Item #278 |
| LAND DEVELOPMENT AND PLANNING PROJECT FILES | Item #352 |
| LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS | Item #403 |
| LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS | Item #404 |
| LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS | Item #353 |
| LEGISLATION RECORDS | Item #119 |
| LICENSES: CERTIFICATE OF COMPETENCY RECORDS | Item #253 |
| LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) | Item #254 |
| LIEN DOCUMENTATION FILES | Item #405 |
| LITIGATION CASE FILES | Item #27 |
| LOBBYIST REGISTRATION RECORDS | Item #387 |
| LOCAL GOVERNMENT MILEAGE REPORTS | Item #390 |
| LOST AND FOUND RECORDS | Item #354 |
| MAIL: REGISTERED AND CERTIFIED | Item #47 |
| MAIL: UNDELIVERABLE/RETURNED | Item #1 |
| MAILING/CONTACT LISTS | Item #29 |
| MANAGEMENT SURVEYS/STUDIES: INTERNAL | Item #30 |
| MAPS: ORIGINALS | Item #280 |
| MEDICAL RECORDS | Item #212 |
| MEDICAL RECORDS: VETERAN SERVICES | Item #311 |
| MICROGRAPHICS: QUALITY CONTROL RECORDS | Item #282 |
| MINORITY APPOINTMENT REPORTING RECORDS | Item #406 |
| MINORITY BUSINESS CERTIFICATION CASE FILES | Item #169 |
| MINUTES: OFFICIAL MEETINGS | Item #32 |

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| MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) | Item #4 |
| MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS) | Item #424 |
| MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) | Item #123 |
| MINUTES: OTHER MEETINGS | Item #33 |
| MOSQUITO CONTROL RECORDS | Item #425 |
| MUNICIPAL COURT DOCKET RECORDS | Item #323 |
| NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM | Item #355 |
| NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS | Item #356 |
| NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS | Item #357 |
| NEWS RELEASES | Item #34 |
| NOISE EXPOSURE MEASUREMENT RECORDS | Item #283 |
| OPERATIONAL AND STATISTICAL REPORT RECORDS | Item #124 |
| OPINIONS: LEGAL | Item #26 |
| OPINIONS: LEGAL (SUPPORTING DOCUMENTS) | Item #125 |
| ORDINANCES | Item #228 |
| ORDINANCES: SUPPORTING DOCUMENTS | Item #229 |
| ORGANIZATION CHARTS | Item #126 |
| PARKING DECAL/PERMIT RECORDS: EMPLOYEES | Item #127 |
| PASSPORT RECORDS: DAILY | Item #407 |
| PAYMENT CARD SENSITIVE AUTHENTICATION DATA | Item #395 |
| PAYROLL RECORDS: COURT-ORDERED GARNISHMENT | Item #385 |
| PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS | Item #129 |
| PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS | Item #183 |
| PAYROLL RECORDS: NOT POSTED | Item #214 |
| PAYROLL RECORDS: POSTED | Item #35 |
| PAYROLL RECORDS: SUPPORTING DOCUMENTS | Item #195 |
| PENSION RECORDS: PLAN/FUND | Item #358 |
| PENSION RECORDS: RETIREES | Item #359 |
| PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS | Item #408 |
| PERMITS: BUILDING | Item #286 |
| PERMITS: CONFINED SPACE ENTRY | Item #284 |
| PERMITS: MINING (LOCAL GOVERNMENT) | Item #287 |
| PERMITS: SIGNS (LOCAL GOVERNMENT) | Item #288 |
| PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM | Item #19 |
| PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) | Item #162 |
| PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT | Item #66 |
| PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION | Item #378 |
| PETTY CASH DOCUMENTATION RECORDS | Item #202 |
| POSITION DESCRIPTION RECORDS | Item #38 |
| POSTAGE/SHIPPING RECORDS | Item #133 |
| PROBATION RECORDS | Item #320 |
| PROCLAMATIONS | Item #142 |
| PROJECT FILES: CAPITAL IMPROVEMENT | Item #136 |
| PROJECT FILES: FEDERAL | Item #137 |
| PROJECT FILES: NON-CAPITAL IMPROVEMENT | Item #138 |
| PROJECT FILES: OPERATIONAL | Item #291 |
| PROMOTION/TRANSFER REQUEST RECORDS | Item #139 |
| PROPERTY CONTROL RECORDS | Item #222 |
| PROPERTY TRANSFER RECORDS | Item #41 |
| PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS | Item #426 |
| PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS | Item #328 |
| PUBLIC DEPOSITOR ANNUAL REPORT RECORDS | Item #389 |
| PUBLIC INFORMATION FILES | Item #128 |
| PUBLIC PROGRAM/EVENT RECORDS | Item #238 |
| PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS | Item #392 |

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ALPHABETICAL LISTING

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|---|-----------|
| PUBLICATION PRODUCTION RECORDS | Item #198 |
| PURCHASING RECORDS | Item #42 |
| RADIO LOGS | Item #292 |
| RAIN CHECKS | Item #293 |
| REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION | Item #364 |
| REAL PROPERTY RECORDS: PROPERTY ACQUIRED | Item #172 |
| REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED | Item #164 |
| RECEIPT/REVENUE RECORDS: DETAIL | Item #365 |
| RECEIPT/REVENUE RECORDS: SUMMARY | Item #366 |
| RECORDS DISPOSITION DOCUMENTATION | Item #45 |
| RECORDS MANAGEMENT COMPLIANCE STATEMENTS | Item #322 |
| RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC | Item #68 |
| RECORDS RETRIEVAL/REFERENCE RECORDS | Item #295 |
| REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE) | Item #427 |
| REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE) | Item #428 |
| RESOLUTIONS | Item #297 |
| RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS | Item #429 |
| RESOLUTIONS: SUPPORTING DOCUMENTS | Item #143 |
| RESPIRATOR FIT TESTING RECORDS | Item #298 |
| REVENUE SHARING APPLICATIONS | Item #388 |
| RIGHT-OF-WAY PERMIT RECORDS | Item #430 |
| RULE DEVELOPMENT FILES | Item #367 |
| RULE REPORTING FILES | Item #431 |
| SALARY COMPARISON REPORTS | Item #49 |
| SALARY SCHEDULES | Item #240 |
| SALES/USE/LOCAL OPTION TAX RECORDS | Item #368 |
| SECURITY BREACH NOTICE RECORDS | Item #432 |
| SECURITY SCREENING RECORDS | Item #369 |
| SIGNATURE AUTHORIZATION RECORDS | Item #300 |
| SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS | Item #411 |
| SOCIAL SECURITY CONTROLLED SUMMARY RECORDS | Item #144 |
| SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS | Item #370 |
| STAFF ADMINISTRATION RECORDS | Item #371 |
| STORAGE TANK RECORDS | Item #412 |
| SUBDIVISION PLANS | Item #301 |
| SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS | Item #433 |
| SUBJECT/REFERENCE FILES | Item #373 |
| SUBPOENAS | Item #374 |
| SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS | Item #386 |
| SURVEILLANCE RECORDINGS | Item #302 |
| SURVEYS: AERIAL | Item #303 |
| TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT) | Item #304 |
| TELEPHONE CALL RECORDS | Item #28 |
| TOURIST DEVELOPMENT TAX COLLECTION RECORDS | Item #305 |
| TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS | Item #413 |
| TRAFFIC ACCIDENT REPORTS | Item #306 |
| TRAINING MATERIAL RECORDS | Item #147 |
| TRANSITORY MESSAGES | Item #146 |
| TRAVEL RECORDS | Item #52 |
| TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES | Item #375 |
| UNCLAIMED PROPERTY RECORDS | Item #309 |
| UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS | Item #149 |
| VEHICLE ACCIDENT RECORDS | Item #78 |
| VEHICLE LOCATOR RECORDS | Item #414 |
| VEHICLE RECORDS | Item #154 |
| VENDOR FILES | Item #97 |

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ALPHABETICAL LISTING

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| VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT | Item #243 |
| VISITOR/ENTRY RECORDS | Item #54 |
| VOUCHERS: FEDERAL PROJECTS PAID | Item #156 |
| | |
| WHISTLE BLOWER INVESTIGATIVE RECORDS | Item #376 |
| WORK ORDERS | Item #141 |
| WORK SCHEDULES | Item #289 |
| WORKERS' COMPENSATION RECORDS | Item #55 |
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| ZONING VARIANCE RECORDS | Item #312 |
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| 911 COMMUNICATIONS RECORDS | Item #434 |
| 911 RECORDS: LOGS | Item #377 |

*****NUMERICAL LISTING*****

NUMERICAL LISTING

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| MAIL: UNDELIVERABLE/RETURNED | Item #1 |
| ADMINISTRATIVE CONVENIENCE RECORDS | Item #2 |
| ADMINISTRATIVE SUPPORT RECORDS | Item #3 |
| MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS) | Item #4 |
| AUDITS: AUDITOR GENERAL | Item #8 |
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| CABINET AFFAIRS FILES | Item #11 |
| CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE | Item #17 |
| PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM | Item #19 |
| ENCUMBRANCE/CERTIFICATION FORWARD RECORDS | Item #20 |
| | |
| INFORMATION REQUEST RECORDS | Item #23 |
| EMPLOYMENT APPLICATION AND SELECTION RECORDS | Item #24 |
| ADVERTISEMENTS: LEGAL | Item #25 |
| OPINIONS: LEGAL | Item #26 |
| LITIGATION CASE FILES | Item #27 |
| TELEPHONE CALL RECORDS | Item #28 |
| MAILING/CONTACT LISTS | Item #29 |
| MANAGEMENT SURVEYS/STUDIES: INTERNAL | Item #30 |
| | |
| MINUTES: OFFICIAL MEETINGS | Item #32 |
| MINUTES: OTHER MEETINGS | Item #33 |
| NEWS RELEASES | Item #34 |
| PAYROLL RECORDS: POSTED | Item #35 |
| POSITION DESCRIPTION RECORDS | Item #38 |
| INVENTORY: AGENCY PROPERTY | Item #40 |
| | |
| PROPERTY TRANSFER RECORDS | Item #41 |
| PURCHASING RECORDS | Item #42 |
| RECORDS DISPOSITION DOCUMENTATION | Item #45 |
| MAIL: REGISTERED AND CERTIFIED | Item #47 |
| SALARY COMPARISON REPORTS | Item #49 |
| AUTOMATED ACCOUNTING SYSTEM REPORTS | Item #50 |
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| TRAVEL RECORDS | Item #52 |
| VISITOR/ENTRY RECORDS | Item #54 |
| WORKERS' COMPENSATION RECORDS | Item #55 |
| AUDITS: INDEPENDENT | Item #56 |
| AUDITS: SUPPORTING DOCUMENTS | Item #57 |
| BUDGET RECORDS: APPROVED ANNUAL BUDGET | Item #58 |
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| CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY | Item #64 |
| CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT | Item #65 |
| PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT | Item #66 |
| FINAL ORDERS RECORDS: INDEXED OR LISTED | Item #67 |
| RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC | Item #68 |
| BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS | Item #70 |
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| BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS | Item #71 |
| BID RECORDS: NON-CAPITAL IMPROVEMENT | Item #72 |
| AUDITS: INTERNAL | Item #73 |
| VEHICLE ACCIDENT RECORDS | Item #78 |
| | |
| AFFIRMATIVE ACTION RECORDS | Item #82 |
| AUDITS: STATE/FEDERAL | Item #83 |
| FINANCIAL ACCOUNT AUTHORIZATION RECORDS | Item #84 |
| BANK/FINANCIAL ACCOUNT STATEMENTS | Item #85 |
| BARGAINING RECORDS | Item #87 |
| BUDGET RECORDS: SUPPORTING DOCUMENTS | Item #88 |
| CALENDARS | Item #89 |

*****NUMERICAL LISTING*****

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|---|-----------|
| COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES | Item #94 |
| VENDOR FILES | Item #97 |
| DISCIPLINARY CASE FILES: EMPLOYEES | Item #98 |
| EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS | Item #103 |
| EQUIPMENT/VEHICLE MAINTENANCE RECORDS | Item #104 |
| FEASIBILITY STUDY RECORDS | Item #106 |
| FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS | Item #107 |
| FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS) | Item #108 |
| GRIEVANCE FILES | Item #110 |
| INSURANCE RECORDS: AGENCY | Item #111 |
| EMPLOYMENT ASSISTANCE PROGRAM RECORDS | Item #113 |
| ATTENDANCE AND LEAVE RECORDS | Item #116 |
| LEGISLATION RECORDS | Item #119 |
| ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER | Item #122 |
| MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) | Item #123 |
| OPERATIONAL AND STATISTICAL REPORT RECORDS | Item #124 |
| OPINIONS: LEGAL (SUPPORTING DOCUMENTS) | Item #125 |
| ORGANIZATION CHARTS | Item #126 |
| PARKING DECAL/PERMIT RECORDS: EMPLOYEES | Item #127 |
| PUBLIC INFORMATION FILES | Item #128 |
| PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS | Item #129 |
| POSTAGE/SHIPPING RECORDS | Item #133 |
| PROJECT FILES: CAPITAL IMPROVEMENT | Item #136 |
| PROJECT FILES: FEDERAL | Item #137 |
| PROJECT FILES: NON-CAPITAL IMPROVEMENT | Item #138 |
| PROMOTION/TRANSFER REQUEST RECORDS | Item #139 |
| WORK ORDERS | Item #141 |
| PROCLAMATIONS | Item #142 |
| RESOLUTIONS: SUPPORTING DOCUMENTS | Item #143 |
| SOCIAL SECURITY CONTROLLED SUMMARY RECORDS | Item #144 |
| TRANSITORY MESSAGES | Item #146 |
| TRAINING MATERIAL RECORDS | Item #147 |
| UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS | Item #149 |
| VEHICLE RECORDS | Item #154 |
| VOUCHERS: FEDERAL PROJECTS PAID | Item #156 |
| FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS | Item #157 |
| PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) | Item #162 |
| REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED | Item #164 |
| COMPREHENSIVE MASTER PLANS: ADOPTED | Item #166 |
| ENVIRONMENTAL REGULATION COMPLIANCE RECORDS | Item #167 |
| MINORITY BUSINESS CERTIFICATION CASE FILES | Item #169 |
| REAL PROPERTY RECORDS: PROPERTY ACQUIRED | Item #172 |
| COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS) | Item #174 |
| PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS | Item #183 |
| DIRECTIVES/POLICIES/PROCEDURES | Item #186 |
| INJURY/ILLNESS RECORDS | Item #188 |
| ACCESS CONTROL RECORDS | Item #189 |
| BOND RESOLUTIONS/ORDINANCES | Item #191 |
| INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH | Item #193 |
| PAYROLL RECORDS: SUPPORTING DOCUMENTS | Item #195 |
| PUBLICATION PRODUCTION RECORDS | Item #198 |

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| PETTY CASH DOCUMENTATION RECORDS | Item #202 |
| ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS | Item #204 |
| EMPLOYEE CONDUCT COUNSELING RECORDS | Item #206 |
| CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS | Item #207 |
| EXPENDITURE PLANS: CAPITAL IMPROVEMENT | Item #208 |
| DISASTER PREPAREDNESS PLANS | Item #210 |
| ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS | Item #211 |
| MEDICAL RECORDS | Item #212 |
| FUEL TAX REPORTS | Item #213 |
| PAYROLL RECORDS: NOT POSTED | Item #214 |
| ARCHITECTURAL/BUILDING PLANS: COMMERCIAL | Item #216 |
| INSPECTION REPORTS: FIRE EXTINGUISHER | Item #219 |
| BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT | Item #221 |
| PROPERTY CONTROL RECORDS | Item #222 |
| EQUIPMENT REFERENCE FILES | Item #223 |
| EQUIPMENT/VEHICLE USAGE RECORDS | Item #224 |
| EXPOSURE RECORDS | Item #227 |
| ORDINANCES | Item #228 |
| ORDINANCES: SUPPORTING DOCUMENTS | Item #229 |
| ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION | Item #231 |
| ANIMAL CONTROL RECORDS | Item #234 |
| CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS | Item #235 |
| CODE ENFORCEMENT HEARING CASE FILES | Item #236 |
| CODE VIOLATION RECORDS: NO CITATION ISSUED | Item #237 |
| PUBLIC PROGRAM/EVENT RECORDS | Item #238 |
| SALARY SCHEDULES | Item #240 |
| INCIDENT REPORT FILES | Item #241 |
| DRAFTS AND WORKING PAPERS | Item #242 |
| VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT | Item #243 |
| ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL) | Item #244 |
| ANNUAL REPORTS: GOVERNING BODY | Item #245 |
| ANNUAL REPORTS: COUNTY GOVERNMENT | Item #246 |
| ANNEXATION RECORDS | Item #247 |
| ATTENDANCE RECORDS: COMMUNITY SERVICE | Item #249 |
| ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL | Item #252 |
| LICENSES: CERTIFICATE OF COMPETENCY RECORDS | Item #253 |
| LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) | Item #254 |
| CERTIFICATE OF OCCUPANCY: COMMERCIAL | Item #255 |
| CERTIFICATE OF OCCUPANCY: RESIDENTIAL | Item #256 |
| CHILD CARE RECORDS | Item #257 |
| COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS | Item #258 |
| DISASTER PREPAREDNESS DRILL RECORDS | Item #259 |
| DRUG TEST CASE FILES | Item #260 |
| DRUG TEST EQUIPMENT RECORDS | Item #261 |
| DRUG TEST PROGRAM ADMINISTRATION RECORDS | Item #262 |
| ELECTRONIC FUNDS TRANSFER RECORDS | Item #264 |
| EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS | Item #265 |
| EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN | Item #266 |
| EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS | Item #267 |
| EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS | Item #268 |
| EMPLOYEE ASSISTANCE PROGRAM RECORDS | Item #269 |
| FACILITY RESERVATION/RENTAL RECORDS | Item #270 |
| FEE/SERVICE SCHEDULES | Item #271 |
| HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE | Item #273 |
| HOUSING FINANCE ASSISTANCE RECORDS | Item #274 |
| CLIENT CASE FILES: HUMAN/SOCIAL SERVICES | Item #275 |
| INSPECTION/MAINTENANCE RECORDS: BRIDGE | Item #276 |

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

NUMERICAL LISTING

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| INSPECTOR'S ROUTE SHEETS: DAILY | Item #277 |
| INVESTMENT RECORDS | Item #278 |
| MAPS: ORIGINALS | Item #280 |
| MICROGRAPHICS: QUALITY CONTROL RECORDS | Item #282 |
| NOISE EXPOSURE MEASUREMENT RECORDS | Item #283 |
| PERMITS: CONFINED SPACE ENTRY | Item #284 |
| PERMITS: BUILDING | Item #286 |
| PERMITS: MINING (LOCAL GOVERNMENT) | Item #287 |
| PERMITS: SIGNS (LOCAL GOVERNMENT) | Item #288 |
| WORK SCHEDULES | Item #289 |
| PROJECT FILES: OPERATIONAL | Item #291 |
| RADIO LOGS | Item #292 |
| RAIN CHECKS | Item #293 |
| RECORDS RETRIEVAL/REFERENCE RECORDS | Item #295 |
| RESOLUTIONS | Item #297 |
| RESPIRATOR FIT TESTING RECORDS | Item #298 |
| SIGNATURE AUTHORIZATION RECORDS | Item #300 |
| SUBDIVISION PLANS | Item #301 |
| SURVEILLANCE RECORDINGS | Item #302 |
| SURVEYS: AERIAL | Item #303 |
| TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT) | Item #304 |
| TOURIST DEVELOPMENT TAX COLLECTION RECORDS | Item #305 |
| TRAFFIC ACCIDENT REPORTS | Item #306 |
| UNCLAIMED PROPERTY RECORDS | Item #309 |
| CLIENT CASE FILES: VETERAN SERVICES | Item #310 |
| MEDICAL RECORDS: VETERAN SERVICES | Item #311 |
| ZONING VARIANCE RECORDS | Item #312 |
| INVENTORY: AGENCY RECORDS | Item #319 |
| PROBATION RECORDS | Item #320 |
| DISASTER RELIEF RECORDS | Item #321 |
| RECORDS MANAGEMENT COMPLIANCE STATEMENTS | Item #322 |
| MUNICIPAL COURT DOCKET RECORDS | Item #323 |
| HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS | Item #324 |
| HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS | Item #325 |
| PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS | Item #328 |
| ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL) | Item #331 |
| ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN | Item #332 |
| BONUS/AWARD RECORDS: EMPLOYEES | Item #333 |
| COMMITTEE/BOARD APPOINTMENT RECORDS | Item #334 |
| COMMUNICATIONS AUDIO RECORDINGS | Item #335 |
| COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION | Item #337 |
| CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT | Item #338 |
| DEFERRED COMPENSATION SUMMARY REPORTS | Item #339 |
| DISBURSEMENT RECORDS: DETAIL | Item #340 |
| DISBURSEMENT RECORDS: SUMMARY | Item #341 |
| DONATION RECORDS | Item #342 |
| EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS | Item #343 |
| ENGINEERING RECORDS: INFRASTRUCTURE | Item #344 |
| FALSE ALARM RECORDS | Item #345 |
| FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT) | Item #346 |
| FINANCIAL HISTORY SUMMARY RECORDS | Item #347 |
| GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES) | Item #349 |
| HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE | Item #350 |
| INVESTIGATIVE RECORDS: INSPECTOR GENERAL | Item #351 |
| LAND DEVELOPMENT AND PLANNING PROJECT FILES | Item #352 |

*****NUMERICAL LISTING*****

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| LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS | Item #353 |
| LOST AND FOUND RECORDS | Item #354 |
| NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM | Item #355 |
| NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS | Item #356 |
| NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS | Item #357 |
| PENSION RECORDS: PLAN/FUND | Item #358 |
| PENSION RECORDS: RETIREES | Item #359 |
| REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION | Item #364 |
| RECEIPT/REVENUE RECORDS: DETAIL | Item #365 |
| RECEIPT/REVENUE RECORDS: SUMMARY | Item #366 |
| RULE DEVELOPMENT FILES | Item #367 |
| SALES/USE/LOCAL OPTION TAX RECORDS | Item #368 |
| SECURITY SCREENING RECORDS | Item #369 |
| SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS | Item #370 |
| STAFF ADMINISTRATION RECORDS | Item #371 |
| SUBJECT/REFERENCE FILES | Item #373 |
| SUBPOENAS | Item #374 |
| TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES | Item #375 |
| WHISTLE BLOWER INVESTIGATIVE RECORDS | Item #376 |
| 911 RECORDS: LOGS | Item #377 |
| PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION | Item #378 |
| COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS | Item #379 |
| ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS | Item #380 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS | Item #381 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE | Item #382 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL | Item #383 |
| GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA | Item #384 |
| PAYROLL RECORDS: COURT-ORDERED GARNISHMENT | Item #385 |
| SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS | Item #386 |
| LOBBYIST REGISTRATION RECORDS | Item #387 |
| REVENUE SHARING APPLICATIONS | Item #388 |
| PUBLIC DEPOSITOR ANNUAL REPORT RECORDS | Item #389 |
| LOCAL GOVERNMENT MILEAGE REPORTS | Item #390 |
| COMPUTER LOGS | Item #391 |
| PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS | Item #392 |
| AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS | Item #393 |
| AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS | Item #394 |
| PAYMENT CARD SENSITIVE AUTHENTICATION DATA | Item #395 |
| FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS | Item #396 |
| BALLOTS | Item #397 |
| CODE VIOLATION RECORDS: CITATION ISSUED | Item #398 |
| DOMESTIC PARTNERSHIP REGISTRY RECORDS | Item #399 |
| EMPLOYMENT APPLICATIONS: UNSOLICITED | Item #400 |
| ENERGY CONSUMPTION AND COST REPORTING RECORDS | Item #401 |
| FOOD SERVICE ESTABLISHMENT LICENSE RECORDS | Item #402 |
| LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS | Item #403 |
| LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS | Item #404 |
| LIEN DOCUMENTATION FILES | Item #405 |
| MINORITY APPOINTMENT REPORTING RECORDS | Item #406 |
| PASSPORT RECORDS: DAILY | Item #407 |
| PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS | Item #408 |
| SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS | Item #411 |
| STORAGE TANK RECORDS | Item #412 |
| TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS | Item #413 |
| VEHICLE LOCATOR RECORDS | Item #414 |

*****NUMERICAL LISTING*****

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| ADDRESS REQUEST RECORDS | Item #415 |
| BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS | Item #416 |
| BOND FINANCING ADMINISTRATIVE RECORDS | Item #417 |
| CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES | Item #418 |
| EMERGENCY MANAGEMENT PLAN REVIEW RECORDS | Item #419 |
| EMPLOYMENT ELIGIBILITY VERIFICATION FORMS | Item #420 |
| FINAL ORDERS RECORDS: NOT INDEXED OR LISTED | Item #421 |
| GRANT FILES | Item #422 |
| HISTORICAL DESIGNATION RECORDS | Item #423 |
| MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS) | Item #424 |
| MOSQUITO CONTROL RECORDS | Item #425 |
| PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS | Item #426 |
| REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE) | Item #427 |
| REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE) | Item #428 |
| RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS | Item #429 |
| RIGHT-OF-WAY PERMIT RECORDS | Item #430 |
| RULE REPORTING FILES | Item #431 |
| SECURITY BREACH NOTICE RECORDS | Item #432 |
| SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS | Item #433 |
| 911 COMMUNICATIONS RECORDS | Item #434 |

BACKUPS: ELECTRONIC/DIGITAL RECORDS

ELECTRONIC COMMUNICATIONS

FUNCTIONAL CATEGORY LISTING

FUNCTIONAL CATEGORY LISTING**Accounting, Budget, and Finance**

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| ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS | Item #380 |
| AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS | Item #393 |
| AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS | Item #394 |
| AUDITS: AUDITOR GENERAL | Item #8 |
| AUDITS: INDEPENDENT | Item #56 |
| AUDITS: INTERNAL | Item #73 |
| AUDITS: STATE/FEDERAL | Item #83 |
| AUDITS: SUPPORTING DOCUMENTS | Item #57 |
| AUTOMATED ACCOUNTING SYSTEM REPORTS | Item #50 |
| | |
| BANK/FINANCIAL ACCOUNT STATEMENTS | Item #85 |
| BOND FINANCING ADMINISTRATIVE RECORDS | Item #417 |
| BOND RESOLUTIONS/ORDINANCES | Item #191 |
| BUDGET RECORDS: APPROVED ANNUAL BUDGET | Item #58 |
| BUDGET RECORDS: SUPPORTING DOCUMENTS | Item #88 |
| BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT | Item #221 |
| | |
| CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY | Item #64 |
| CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT | Item #65 |
| | |
| DISBURSEMENT RECORDS: DETAIL | Item #340 |
| DISBURSEMENT RECORDS: SUMMARY | Item #341 |
| DONATION RECORDS | Item #342 |
| | |
| ELECTRONIC FUNDS TRANSFER RECORDS | Item #264 |
| ENCUMBRANCE/CERTIFICATION FORWARD RECORDS | Item #20 |
| ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS | Item #211 |
| ENERGY CONSUMPTION AND COST REPORTING RECORDS | Item #401 |
| EXPENDITURE PLANS: CAPITAL IMPROVEMENT | Item #208 |
| | |
| FACILITY RESERVATION/RENTAL RECORDS | Item #270 |
| FALSE ALARM RECORDS | Item #345 |
| FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS | Item #157 |
| FEE/SERVICE SCHEDULES | Item #271 |
| FINANCIAL ACCOUNT AUTHORIZATION RECORDS | Item #84 |
| FINANCIAL HISTORY SUMMARY RECORDS | Item #347 |
| FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS | Item #107 |
| FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS) | Item #108 |
| | |
| FUEL TAX REPORTS | Item #213 |
| | |
| GRANT FILES | Item #422 |
| | |
| INVESTMENT RECORDS | Item #278 |
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State of Florida

GENERAL RECORDS SCHEDULE GS2 FOR LAW ENFORCEMENT, CORRECTIONAL FACILITIES AND DISTRICT MEDICAL EXAMINERS



EFFECTIVE: August 2017

Rule 1B-24.003(1)(b), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

850.245.6750

recmgt@dos.myflorida.com

info.florida.gov/records-management/

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

| | |
|---------------|--|
| GS1-SL | State and Local Government Agencies |
| GS2 | Law Enforcement, Correctional Facilities and District Medical Examiners |
| GS3 | Election Records |
| GS4 | Public Hospitals, Health Care Facilities and Medical Providers |
| GS5 | Universities and Community Colleges |
| GS7 | Public Schools Pre-K-12, Adult and Vocational/Technical |
| GS8 | Fire Departments |
| GS9 | State Attorneys |
| GS11 | Clerks of Court |
| GS12 | Property Appraisers |
| GS13 | Tax Collectors |
| GS14 | Public Utilities |
| GS15 | Public Libraries |

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible. The ***GS2 General Records Schedule for Law Enforcement, Correctional Facilities and District Medical Examiners*** covers records documenting law enforcement and related functions and activities, including records created and/or maintained by **state law enforcement agencies, county sheriff's offices, local police departments, campus police departments, local and state jails, prisons, other correctional and detention facilities, and district medical examiner's offices.**

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are ***minimum*** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is ***not*** permitted to ***reduce*** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Records Management* website at info.florida.gov/records-management/.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 - 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 - 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records of your agency should be retained for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor-agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule establishes officially the *minimum* length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records – those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always "Retain until obsolete, superseded, or administrative value is lost" ("OSA") unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, state attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in

cubic feet of paper records destroyed (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 disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

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record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

| Retention Period | Start Counting From | Add # of Years | Date Eligible for Disposition |
|----------------------------------|---------------------|----------------|-------------------------------|
| 3 anniversary years | 7/31/2007 | +3 | = 7/31/2010 |
| 3 fiscal years (local govt.) | 10/1/2007 | +3 | = 10/1/2010 |
| 3 fiscal years (school district) | 7/1/2008 | +3 | = 7/1/2011 |
| 3 calendar years | 1/1/2008 | +3 | = 1/1/2011 |

V. ARCHIVAL VALUE

- A. State Agencies - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, "***These records may have archival value***," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.
- B. All Other Agencies - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that "***These records may have archival value***" for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter retention period.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before

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the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

| | |
|---|----------------|
| Cassette tapes, 200 | 1.0 cubic foot |
| Letter-size file drawer | 1.5 cubic feet |
| Legal-size file drawer | 2.0 cubic feet |
| Letter-size 36" shelf | 2.0 cubic feet |
| Legal-size 36" shelf | 2.5 cubic feet |
| Magnetic tapes, 12 | 1.0 cubic foot |
| 3 x 5 cards, ten 12" rows | 1.0 cubic foot |
| 3 x 5 cards, five 25" rows | 1.0 cubic foot |
| 4 x 6 cards, six 12" rows | 1.0 cubic foot |
| 5 x 8 cards, four 12" rows | 1.0 cubic foot |
| 16mm microfilm, 100 rolls | 1.0 cubic foot |
| 35mm microfilm, 50 rolls | 1.0 cubic foot |
| Map case drawer, 2" x 26" x 38" | 1.1 cubic feet |
| Map case drawer, 2" x 38" x 50" | 2.2 cubic feet |
| Roll storage, 2" x 2" x 38" | 0.1 cubic foot |
| Roll storage, 2" x 2" x 50" | 0.2 cubic foot |
| Roll storage, 4" x 4" x 38" | 0.3 cubic foot |
| Roll storage, 4" x 4" x 50" | 0.5 cubic foot |
| (One roll of microfilm contains approximately 1.0 cubic foot of records.) | |

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

LAW ENFORCEMENT RECORDS

LAW ENFORCEMENT RECORDS

ACCIDENT RECORDS: MOTOR VEHICLE

Item #196

This record series consists of records generated or received by law enforcement agencies in the course of investigating motor vehicle accidents. Records may include, but are not limited to, traffic accident reports, general correspondence, property receipts, requests for blood test, blood test analyses, accident supplements, supplemental reports, photographs, and National Crime Information Center (NCIC) and Florida Crime Information Center (FCIC) information. Records may include the notifications provided by garages and repair shops who are required to report collisions under Section 316.065, *Florida Statutes*, Crashes; reports; penalties. The baseline 4 anniversary year retention is pursuant to the Statute of Limitations, Section 95.11, *Florida Statutes*. See also "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 4 anniversary years or as long as any related Criminal Investigative Records file is retained, whichever is longer.

ACCIDENT RECORDS INDEX: MOTOR VEHICLE

Item #120

This record series consists of an index to motor vehicle accident reports and their supporting documentation. The index provides a quick reference point to the actual accident record or case file and may list such information as accident number, location of the accident, date and time, and name of investigating officer. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)" and "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)."

RETENTION: Retain as long as item to which it relates.

ACCIDENT REPORT FORMS: MOTOR VEHICLE

Item #218

This record series consists of traffic accident report forms dated **after 2012** (and short forms dated prior to 2010) submitted to the Department of Highway Safety and Motor Vehicles or to a traffic records center pursuant to Section 316.066, *Florida Statutes*, Written reports of crashes. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or traffic records center. The series may also include the Driver Exchange of Information form, regardless of whether or not an accident report form is completed. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 180 days.

ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)

Item #197

This record series consists of traffic accident report long forms dated prior to 2012 submitted to the Department of Highway Safety and Motor Vehicles or a traffic records center pursuant to Section 316.066(1)(a), *Florida Statutes*, Written reports of crashes. Long forms must be completed when a motor vehicle crash resulted in death or personal injury; involved a violation of Section 316.061(1), *Florida Statutes*, Crashes involving damage to vehicle or property; involved a violation of Section 316.193, *Florida Statutes*, Driving under the influence; or in which a vehicle was rendered inoperative to a degree that required a wrecker to remove it from traffic. This retention is for the copy retained by the reporting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 180 days.

ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)

Item #213

This record series consists of traffic accident report short forms dated 2010 through 2012 required for every crash pursuant to Section 316.066(1)(b), *Florida Statutes*, Written reports of crashes, in which a Florida Traffic Crash Report Long Form is not required. This series includes proof of insurance provided by each party involved in the crash. See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT RECORDS INDEX: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "CHEMICAL ANALYSIS TEST LOG," "CHEMICAL ANALYSIS TEST REPORTS" and "CITATIONS."

RETENTION: 4 anniversary years.

ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY

Item #195

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Commission for Florida Law Enforcement Accreditation or the Commission on Accreditation for Law Enforcement Agencies. The series may include, but is not limited to, general or special orders, rules and

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LAW ENFORCEMENT RECORDS

regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: CORRECTIONAL FACILITY."

RETENTION: 3 anniversary years after accreditation.

ACTIVITY LOGS

Item #34

This record series consists of daily logs documenting all activities occurring during a shift in a law enforcement agency or correctional or detention facility. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, "OPERATIONAL AND STATISTICAL REPORTS."

RETENTION: 1 anniversary year.

ALARM AND EMERGENCY CONTACT RECORDS

Item #4

This record series consists of alarm registration records and associated emergency contact information. The series may include forms completed by a business or residential owner naming emergency contacts, name of owner of business or residence, type of alarm, location of safe, and alarm company name. These records are used to contact a business or residence owner if the owner's property is vandalized or damaged. These records also enable the officer to contact the alarm company to have an alarm shut off or reset after responding. This series may also include emergency contact information for the company that installed the alarm system. See also "SPECIAL WATCH RECORDS."

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

AMBULANCE LOGS

Item #5

This record series logs ambulances dispatched at police request through a central communications facility. Information may include date and time called, location of call, zone, ambulance dispatched, special remarks, call cancelled and reason, and call number. This record is used to verify that the ambulance was requested by an officer for payment purposes. This series does not include medical treatment information.

RETENTION: 5 fiscal years.

APPEARANCE BOND REGISTERS

Item #14

This record series documents appearance bonds and may include the bond number, date received, name of defendant, amount of paper bond, amount of cash bond, from whom the cash was received, the name of the bondsman, by whom it was accepted, the court to which it is returnable, the disposition of the cases and bond, interest rate, due date, date of disposition, and the number of the check that disposed of the bond.

RETENTION: 5 fiscal years.

APPLICATIONS: CONCEALED WEAPONS/FIREARMS

Item #151

This record series consists of applications to carry a concealed weapon or firearm. This series is no longer accumulating, as this function is now conducted by the Department of Agriculture and Consumer Services pursuant to Section 790.06, *Florida Statutes*, License to carry concealed weapon or firearm.

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

ARREST RECORDS: OFFENDER INFORMATION

Item #32

This record series documents each adult and juvenile arrested. The records provide such information as complete name; alias or nickname; residence; sex; age; date of birth; place of birth; height; weight; color of hair; color of eyes; complexion; race; date of arrest and/or offense; offense committed; car make, year, license number, and state; occupation; habits; name of closest relative or friends; scars, marks, or tattoos; any abnormalities; and special remarks. The juvenile arrest records may also include parent(s) or guardian's name(s), telephone number(s), and occupation(s). If the arrest results in an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS" and "MASTER NAME INDEXES."

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

ARREST WARRANTS/CAPIAS/ORDERS

Item #7

This record series consists of arrest warrants, capias (bench warrants), or orders including the name of the individual sought for arrest, the offense, and the name of the arresting officer and/or officer who requested the warrant. If the arrest results in or relates to a criminal investigation, the warrant should be filed with the applicable Criminal Investigative Records item. See also "CRIMINAL INVESTIGATIVE RECORDS" items, "WARRANT CASE FILES" and "WARRANT INDEX."

RETENTION: Retain until satisfied, canceled, withdrawn or otherwise disposed of.

AUCTION RECORDS

Item #10

This record series documents the sale at public auction of abandoned and unclaimed articles (e.g., vehicles, bicycles, surfboards) and found property. The records may include a list of abandoned, unclaimed, and found articles and property, the advertisement of public sale, and the auction receipt form reporting money received for items sold at auction. Public sales of

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*****LAW ENFORCEMENT RECORDS*****

abandoned or lost property are pursuant to Section 705.103, *Florida Statutes*, Procedure for abandoned or lost property. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 5 fiscal years after transaction completed.

BACKGROUND CHECKS: OUTSIDE AGENCIES/BUSINESSES

Item #153

This record series documents background checks performed by a law enforcement agency at the request of another agency or business for volunteer or employment purposes. The series may include, but is not limited to, background check forms, background check results and fingerprint records. For records of background checks conducted by an agency for their own hiring purposes, use *General Records Schedule GS1-SL for State and Local Government Agencies*, "EMPLOYMENT APPLICATION AND SELECTION RECORDS" or the applicable "PERSONNEL RECORDS" item. See also "CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC."

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

BE ON THE LOOKOUT (BOLO) RECORDS

Item #11

This record series consists of records compiled when a "Be On the Lookout" (BOLO) is requested. The BOLO form is completed to provide uniformity in communicating the necessary information and may continue to be used for in-house information. The series may also include photographs, license plate records, vehicle description and other related information. See also "BULLETINS: DAILY."

RETENTION: Retain until request is rescinded or satisfied.

BULLETINS: DAILY

Item #33

This record series consists of bulletins that communications dispatchers prepare daily to provide basic information to the officers. Each bulletin covers a 24-hour period and indicates officers on duty, vehicle assignments, and any special messages such as descriptions of suspicious persons. See also "BE ON THE LOOKOUT (BOLO) RECORDS."

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

CHEMICAL ANALYSIS TEST LOG

Item #122

This record series consists of a log of all chemical analysis tests conducted on individuals suspected of illegally being under the influence of alcohol or drugs. Retention is based on Rule 11D-8.0075, *Florida Administrative Code*, Agency Retention of Records. See also "CHEMICAL ANALYSIS TEST REPORTS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 3 anniversary years after last entry.

CHEMICAL ANALYSIS TEST REPORTS

Item #17

This record series documents information generated when chemically testing individuals suspected of illegally being under the influence of alcohol or drugs. Information may include, but is not limited to, city and county in which test was performed; date and time of test; type of testing instrument; serial number of instrument; location of instrument; subject's name, age, race, and sex; blood alcohol test results; chemical test operator; arresting officer and agency; citation number; charge; accident (if any); operational checklist; total time subject was observed; date of preventive maintenance; date and time simulation performed; date last simulation test conducted; simulator concentration; results of simulation test and operator; and chemical test operator and agency. Retention is based on Rule 11D-8.0075, *Florida Administrative Code*, Agency Retention of Records. If the report relates to an investigation, the record should be filed with the applicable Criminal Investigative Records item. See also "CHEMICAL ANALYSIS TEST LOG" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 3 anniversary years after submitted.

CITATION BOOK RECEIPT RECORDS

Item #157

This record series documents receipt of citation books by officers, indicating which officer received which citation book and date of receipt. This series also assists the agency in monitoring the performance of each officer. See also "CITATIONS."

RETENTION: 1 anniversary year.

CITATION LOGS

Item #101

This record series documents citations issued, listing ticket number, name of violator, date ticket was issued, and the officer's name. This series may also list any citations that are damaged or upon which an entry was made but the citation was never issued. These records are created pursuant to Section 316.650, *Florida Statutes*, Traffic citations; Section 327.74, *Florida Statutes*, Uniform boating citations; or Section 379.333, *Florida Statutes*, Arrest by officers of the commission; recognizance; cash bond; citation. See also "CITATION TRANSMITTAL RECORDS" and "CITATIONS."

RETENTION: 1 fiscal year.

CITATION TRANSMITTAL RECORDS

Item #102

This record series documents those traffic citations and the citation numbers that have been issued and sent to the Department of Highway Safety and Motor Vehicles or the Fish and Wildlife Conservation Commission. This retention is for the copy retained by the transmitting agency, not for the copy received by the Department of Highway Safety and Motor Vehicles or the Fish and

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Wildlife Conservation Commission. These records are created pursuant to Section 316.650(6), *Florida Statutes*, Traffic citations, or Section 327.74(6), *Florida Statutes*, Uniform boating citations. See also "CITATION LOGS" and "CITATIONS."
RETENTION: 1 fiscal year.

CITATIONS

Item #103

This record series consists of citations and complaints notifying the alleged violator to appear and answer to charges of violating traffic, wildlife, boating, or other municipal ordinances or state or federal laws. The series contains the case docket number; court location; name, address, and pertinent facts of the offender; description of the vehicle; types of offense and prevailing conditions; name and badge number of the officer or other complainant; court appearance date; and the signature of the offender. Issued along with traffic citations may be an "affidavit-of-compliance" indicating that a non-commercial vehicle is operating in an unsafe manner or with inoperable equipment, per Section 316.610, *Florida Statutes*, Safety of vehicle; inspection. This series includes voided citations. Copies of citations go to the Clerk of Court, the individual cited, and any applicable state agency (Department of Highway Safety and Motor Vehicles, Department of Environmental Protection, or the Florida Fish and Wildlife Conservation Commission). This retention is for the copy retained by the issuing agency, not for the copy sent to the Clerk of Court, Department of Highway Safety and Motor Vehicles, the Department of Environmental Protection, or the Fish and Wildlife Conservation Commission. Citations may also be known as "parking tickets," "boating tickets," "wildlife citations," "parking citations," "traffic summons," or "non-moving citations." These records are created pursuant to Section 316.650, *Florida Statutes*, Traffic citations; Section 327.74, *Florida Statutes*, Uniform boating citations; or Section 379.333, *Florida Statutes*, Arrest by officers of the commission; recognizance; cash bond, citation. **For Code Enforcement citations, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #236, "CODE ENFORCEMENT HEARING CASE FILES," Item #237, "CODE VIOLATION RECORDS: NO CITATION ISSUED" and item #398 "CODE VIOLATION: CITATION ISSUED."** See also "ACCIDENT RECORDS: MOTOR VEHICLE," "ACCIDENT REPORT FORMS: MOTOR VEHICLE," "ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)," "ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)," "CITATION LOGS," "CITATION TRANSMITTAL RECORDS" and "NOTICES: TO APPEAR IN COURT."
RETENTION: 60 days after citation issued or voided.

CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS

Item #158

This record series consists of citizen applications to ride in a patrol car and/or patrol vessel with an officer and observe during the officer's shift. The records provide date and time of ride-along and a liability release. The retention period is pursuant to Section 95.11, *Florida Statutes*, the Statute of Limitations for negligence and wrongful death.
RETENTION: 4 anniversary years after ride-along.

CIVIL PROCESS/RETURN RECORDS

Item #19

This record series documents process serving by law enforcement agencies and may include such information as name of plaintiff and defendant, type of writ, case number, cause of action, court, receipt, deposit, attorney, date received, name, date, time of service, and costs. This series also includes any indexes to the records. If this is the only record of financial transactions relating to civil process and returns, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, "RECEIPT/REVENUE RECORDS: DETAIL." See also "EXECUTION DOCKET RECORDS," "EXECUTION RECORDS: RECEIPT FOR RETURN," "EXECUTION RECORDS: SATISFIED," "EXECUTION RECORDS: SUPPORTING DOCUMENTS" and "EXECUTION RECORDS: UNSATISFIED."
RETENTION: 3 fiscal years.

CODE SHEETS

Item #20

This record series consists of code sheets that are used to transmit statistical information for crime prevention. Codes might be referred to by other names, such as nature codes or disposition codes.
RETENTION: Retain until obsolete, superseded, or administrative value is lost.

COMBAT AUTO THEFT (CAT) PROGRAM RECORDS

Item #159

This record series documents citizens' participation in the Combat Auto Theft (CAT) Program. This program is designed to reduce the number of auto thefts by allowing law enforcement officers to perform an investigative stop of a participant's vehicle during designated hours to determine if the vehicle has been stolen. The series may include, but is not limited to, consent/registration forms, address and phone number updates, and withdrawal forms required from participants removing a vehicle from the program. The retention period is based on Section 95.11(3), *Florida Statutes*, the Statute of Limitations for filing an action based upon negligence, false arrest, false imprisonment, and malicious interference.
RETENTION: 4 anniversary years after vehicle withdrawn from program.

COMMITMENT TO SERVE SENTENCE FORMS

Item #21

This record series consists of forms completed by the court and signed by the judge committing an individual to jail or to pay a fine. The form provides such information as name of person charged, date of conviction, type of offense, amount of fine, and length of sentence. The law enforcement agency's record copy is a duplicate of the official record copy on file with the Clerk of the Circuit Court. See also "BOOKING RECORDS."

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

COMPLAINT/INCIDENT LOGS

Item #24

This record series lists all complaints or incidents to which a unit or officer responded. The log shows such information as name(s) of individual(s) involved, address, time, charges, complaint number assigned, report number, date, capsule information on complainant, nature of complaint, officers dispatched (if any), and immediate disposition of case. In some agencies, these records may be generated from Computer Aided Dispatch (CAD) systems or other similar systems. See also "COMPLAINT/INCIDENT REPORTS."

RETENTION: 2 anniversary years after last entry.

COMPLAINT/INCIDENT REPORTS

Item #25

This record series consists of reports completed by officers responding to a crime, disturbance, complaint, or other incident. The reports provide such information as date; time; type of call; complaint number assigned; complainant's name, address, and phone number; name of victim (if any); desk officer; officer assigned; how complaint was reported; location of complaint or incident; responding officer(s); response/action taken; time and date unit was dispatched, arrived at scene, and returned to service; and immediate disposition of case. This report may be referred to as a "First Contact Police Report," "Offense/Incident Report" or "Case Report." This series also includes Baker Act Incident Reports. The retention period is based on the Statute of Limitations, Section 95.11, *Florida Statutes*. **If the complaint or incident results in an investigation, a copy of the report should be filed with the applicable Criminal Investigative Records item.** See also "COMPLAINT/INCIDENT LOGS" and "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after complaint/incident closed.

CONFIDENTIAL INFORMANT FILES

Item #199

This record series consists of information pertaining to the identity of confidential informants. The series may include, but is not limited to, the informant's name, address, telephone number, race, sex, height, hair and eye color, social security number, date of birth, criminal history report, fingerprint card, photographs, and names of family members. If the informant is a paid informant, the series may also include records of payments to the informant. For information provided by confidential informants, use "CRIMINAL INTELLIGENCE INFORMATION RECORDS" or the applicable "CRIMINAL INVESTIGATIVE RECORDS" item.

RETENTION: 5 fiscal years following last contact with informant.

CONFIDENTIAL/EXEMPT TRAFFIC CRASH REPORTS REQUEST RECORDS

Item #219

This record series consists of sworn statements and associated identification documents from requestors necessary for requesting copies of confidential and exempt traffic crash reports in accordance with Section 316.066(2)(d), *Florida Statutes*, Written reports of crashes. Traffic crash reports are confidential and exempt from public disclosure for a period of 60 days after they are filed and are available only to qualified requestors during that period.

RETENTION: 3 anniversary years from date the crash report loses its confidential/exempt status.

CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED

Item #123

This record series consists of itemized records, signed by the sheriff, documenting the seizure of intoxicating liquors, wines or beer in counties that prohibit the sale of intoxicating liquors, wines or beer, including a complete record of the destruction of such intoxicating beverages. Creation and retention of records is pursuant to Section 568.12, *Florida Statutes*, Record of Confiscation Required. See also "CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR."

RETENTION: Permanent.

CONFISCATED INTOXICATING BEVERAGE REPORTS: ILLICIT LIQUOR

Item #26

This record series consists of the law enforcement agency's copies of seized illicit intoxicating beverage reports submitted to the Division of Alcoholic Beverages and Tobacco by local law enforcement agencies pursuant to Section 562.38, *Florida Statutes*, Report of Seizures. See also "CONFISCATED INTOXICATING BEVERAGE RECORDS: SALE PROHIBITED."

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

CRIME ANALYSIS RECORDS

Item #70

This record series consists of records documenting analytical activities involved in determining the *modus operandi* (MO), crime patterns, and related activities of known and unknown persons suspected of involvement in criminal activity. These records may also be filed as part of an applicable Criminal Investigative Records item.

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

CRIMINAL HISTORY DISSEMINATION RECORDS: FCIC/NCIC

Item #42

This record series documents the dissemination of FCIC/NCIC criminal history records, providing such information as the date of release of the records, to whom the information relates, to whom the information was released, state identification or FBI number, and the purpose for which the information was requested. These records are created and maintained pursuant to

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28CFR20, Subpart C, Federal Systems and Exchange of Criminal History Record Information; Section 943.053, *Florida Statutes*, Dissemination of criminal justice information; fees; and Section 943.055, *Florida Statutes*, Records and audit.
RETENTION: 4 anniversary years after distributed.

CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS

Item #85

This record series consists of criminal histories of arrested individuals or criminal suspects.

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

CRIMINAL INTELLIGENCE INFORMATION RECORDS

Item #30

This record series consists of "information with respect to an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent or monitor possible criminal activity" (Section 119.011(3)(a), *Florida Statutes*, Public Records; Definitions). Pursuant to Section 119.011(3)(d), *Florida Statutes*, "Criminal intelligence information shall be considered 'active' as long as it is related to intelligence gathering conducted with a reasonable, good faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities . . . In addition, criminal intelligence and criminal investigative information shall be considered 'active' while such information is directly related to pending prosecutions or appeals. The word 'active' shall not apply to information in cases that are barred from prosecution under the provisions of s. 775.15 [Time limitations; general time limitations; exceptions] or other statute of limitation." See also "CRIMINAL INVESTIGATIVE RECORDS" items, "FACIAL RECOGNITION RECORDS," "VIDEO/AUDIO RECORDINGS: BODY CAMERA" and "VIDEO/AUDIO RECORDINGS: PATROL UNITS."

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

CRIMINAL INVESTIGATIVE RECORDS: CAPITAL/LIFE FELONY

Item #31

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a capital or life felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 100 anniversary years after crime committed.

CRIMINAL INVESTIGATIVE RECORDS: CHILD ABUSE OR NEGLECT

Item #200

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting child abuse, neglect, abandonment, and endangerment, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Statute of Limitations, Section 95.11(7), *Florida Statutes*, For Intentional Torts Based on Abuse. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 7 anniversary years after the age of majority, or 4 anniversary years after the injured person leaves the dependency of the abuser, or 4 anniversary years from the time of discovery by the injured party of both the injury and the causal relationship between the injury and the abuse, whichever occurs later. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: DEGREE OF CRIME UNKNOWN/NO CHARGES FILED

Item #129

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission where the degree of crime is unknown or there were no charges ultimately filed, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense;

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correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed.

CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION

Item #124

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting abuse, neglect, or exploitation of elders or disabled adults, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, 1st DEGREE

Item #125

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1st degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 7 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2nd AND 3rd DEGREE

Item #126

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2nd or 3rd degree felony, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 6 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, DESTRUCTIVE DEVICE

Item #214

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony resulting in injury to any person, when such felony arises from the use of a destructive device. This series

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includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. Refer to Section 790.001, *Florida Statutes*, Definitions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 13 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FELONY, ENVIRONMENTAL CONTROL

Item #215

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a felony violation of Chapter 403, *Florida Statutes*, Environmental Control. This series includes information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. **Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions. Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: FRAUD

Item #201

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting fraud, such as Medicaid provider fraud or security or investment fraud. The series includes any information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.** See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 8 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), Florida Statutes.**

CRIMINAL INVESTIGATIVE RECORDS: INDEX

Item #131

This record series consists of an index to any information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation. The index serves a point of ready reference in locating the criminal investigative case record or additional files. The indexed reference may include the case number, important dates, and the name of the investigating officer. See also other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain as long as the item it relates to.

CRIMINAL INVESTIGATIVE RECORDS: JUVENILE OFFENDER

Item #130

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission by a juvenile, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records;

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copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; medical information; and juvenile civil citations issued under Section 985.12, *Florida Statutes*, Civil citation. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **If the juvenile is charged as an adult, the records take on the retention of the applicable record series (for instance, CRIMINAL INVESTIGATIVE RECORDS: FELONY, 2nd AND 3rd DEGREE). Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

RETENTION: Retain until subject turns age 22. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 1st DEGREE

Item #127

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 1st degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

RETENTION: 5 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: MISDEMEANOR, 2nd DEGREE

Item #128

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission constituting a 2nd degree misdemeanor, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.** See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

RETENTION: 4 anniversary years after offense committed. **Retention may need to be extended under conditions established by Section 775.15(12)(b) – Section 775.15(16), *Florida Statutes*.**

CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES

Item #161

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) has not been recovered and/or the individual(s) has not been located, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. These files continue to have value many decades after the disappearance, as human remains may be uncovered at any time. Remains would be compared against the dental charts, fingerprints, and physical description of the missing person. Furthermore, any possessions or artifacts found near the body would be compared against the description of the victim's clothing and any personal possession also thought to be missing. See also “CRIMINAL INTELLIGENCE INFORMATION RECORDS” and other “CRIMINAL INVESTIGATIVE RECORDS” items.

RETENTION: 100 anniversary years after initial report is filed.

*****LAW ENFORCEMENT RECORDS*****

CRIMINAL INVESTIGATIVE RECORDS: MISSING PERSONS/RUNAWAY CASES (FOUND/SOLVED) Item #162

This record series consists of information on cases involving a missing person(s) or runaway(s) where the body(ies) or individual(s) has been located. If the person is located alive and no crime has occurred, the information collected as part of the investigation would take on the retention of "COMPLAINT/INCIDENT REPORTS." If criminal activity has occurred or is suspected, then the information collected as part of the missing persons case would take on the retention of the applicable "Criminal Investigative Records" item. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: Retain as long as the record series it relates to.

CRIMINAL INVESTIGATIVE RECORDS: NON-CRIMINAL VIOLATION Item #148

This record series consists of information with respect to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of an act or omission classified as a non-criminal violation of the law, including information derived by laboratory tests, reports of investigators or informants, or any type of surveillance (Section 119.011(3)(b), *Florida Statutes*, Public Records; Definitions). The series may also contain, but is not limited to, fingerprints and/or palm prints and print classification of the person arrested; FBI history number; state identification number; original and supplemental arrest reports and records; arrest affidavit; booking records; jail commitment records; first appearance records; copies of warrants; photographs; narrative describing case or offense; correspondence; the disposition of the case; bond and fine information for the person to be released from jail; commitment orders; court orders; record of offender's incarceration; Miranda rights form; family history; releasing orders; date of release; reason for release; court dispositions; and medical information. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions. See also "CRIMINAL INTELLIGENCE INFORMATION RECORDS" and other "CRIMINAL INVESTIGATIVE RECORDS" items.

RETENTION: 4 anniversary years after offense committed.

DISPOSITION REPORTS Item #166

This record series consists of disposition reports submitted by law enforcement agencies and correctional and detention facilities to the Florida Department of Law Enforcement's Criminal Justice Information Program pursuant to Section 943.052, *Florida Statutes*, Disposition reporting, and Rule 11C-4.006, *Florida Administrative Code*, Final Disposition Reporting. The reports provide disposition data regarding criminal arrests, pretrial dispositions, trials, sentencing, confinement, parole, and probation. This series does not include the Florida Department of Law Enforcement's copies of these reports.

RETENTION: 180 days after arrest or other action, or 30 days after submitting report, whichever is later.

DISPOSITIONS: NOLLE PROSEQUI Item #72

This record series consists of copies of dispositions that the State Attorney's Office enters for cases that they will not prosecute or further pursue. See also "ARREST WARRANTS/CAPIAS/ORDERS."

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

DRIVER LICENSES/IDENTIFICATION CARDS SURRENDERED Item #220

This record series consists of surrendered Florida or out-of-state driver licenses or identification cards. Florida licenses might be surrendered for various reasons, such as when an error appears on the license, for address corrections or changes, or for name changes. Out-of-state driver licenses are surrendered when Florida licenses are issued. Agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained, such as those with fraudulent information which may become part of a Criminal Investigative Records item.

RETENTION: Destroy upon receipt; disposition documentation is not required for these records.

EMPLOYMENT RECORDS: OFF-DUTY ACTIVITIES Item #168

This record series documents off-duty employment of law enforcement officers by outside employers. The series may include, but is not limited to, job descriptions and job announcements from prospective employers; applications for the eligibility pool; notice of final selection; work schedules provided by the outside employer; and other related records. This series does not include the record copy of payment or financial information and is not related to Workers' Compensation.

RETENTION: 4 anniversary years.

EVIDENCE PROCESSING RECORDS Item #39

This record series documents evidence held in the evidence room from its receipt through its final disposition. A property control form or similar record is created when officers turn in evidence, property for safe keeping, or found property. The record provides such information as arrest and/or offense number, date, from whom received, by whom received, and a description of the property, and is referenced (for instance, by property form number) in the officer's offense report. When the property is disposed of by law or court order, the date and final disposition are added to the record. A copy may also be filed with the applicable Criminal Investigative Records item. The series may also include such records as receipts for all incoming and outgoing property in the evidence room, evidence cards, stolen property cards, and indexes to evidence/property (such as by classification of the type of property). This series does not include the actual evidence. See also "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

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RETENTION: 60 days after disposition of property.

EXAMINATION RECORDS: CRIMINAL JUSTICE TRAINING CENTERS/SCHOOLS

Item #170

This record series documents examinations administered under Rule 11B-35.0085, *Florida Administrative Code*, Criminal Justice Training School Requirements for Local Administration and Security of Examinations for Training Courses. The series may include, but is not limited to, examination booklets, grading logs/scales, and each student's completed examination. Retention is pursuant to Rule 11B-35.0085(5), *Florida Administrative Code*, requiring that, "Examination materials, including the examination and individual answer forms for each training course, shall be retained for not less than two years after the date the examination is completed."

RETENTION: 2 anniversary years from the date examination is completed.

EXECUTION DOCKET RECORDS

Item #41

This record series consists of dockets listing all executions, orders and decrees directed to the sheriff in relation to the collection of money and statements of money credited on such executions, orders and decrees, including when, to whom and by whom paid. This record was created in accordance with Section 30.17, *Florida Statutes* (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, *Florida Statutes*, and Section 30.17(4), *Florida Statutes* (2004), requiring that "On October 1, 2001, the sheriff shall cease docketing newly delivered writs of executions. The sheriff shall maintain the existing docket until October 1, 2003. . . The sheriff's duties under this section shall cease on October 1, 2003."** See also other "EXECUTION RECORDS" items.

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

EXECUTION RECORDS: RECEIPT FOR RETURN

Item #171

This record series consists of receipts given to the law enforcement agency upon return to the issuing court of an unsatisfied execution. These receipts are issued by the Clerk of Court's Office in accordance with Section 56.041(2), *Florida Statutes*, Executions; collection and return, requiring that, "Upon such return, the Clerk of Court of issuance shall provide a receipt, to the sheriff submitting the return, acknowledging the return of the unsatisfied execution." See also other "EXECUTION RECORDS" items.

RETENTION: 1 anniversary year.

EXECUTION RECORDS: SATISFIED

Item #40

This record series consists of writs of execution received by the law enforcement agency and later satisfied after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court that issued the execution in accordance with *Florida Statutes* Section 56.021, Executions; issuance and return, alias, etc., and Section 56.041, Executions; collection and return. Retention is pursuant to Section 56.041(1), *Florida Statutes*, which requires that, "All executions shall be returnable when satisfied, and the officers to whom they are delivered shall collect the amounts thereof as soon as possible and shall furnish the judgment debtor with a satisfaction of judgment. All receipts shall be endorsed on the execution." **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, *Florida Statutes*, Judgments.** See also other "EXECUTION RECORDS" items.

RETENTION: Return to issuing Clerk of Court.

EXECUTION RECORDS: SUPPORTING DOCUMENTS

Item #202

This record series consists of records related to the satisfaction of writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. These are sometimes referred to as Levy Packets and may contain such records as instructions for each levy; certified copies of warranty deeds, quitclaim deeds, etc.; sheriff's deeds, bills of sale, and receipts; execution docket log for the specific levy; inventory sheets; and notices of sheriff's sale, levy, release from levy, and satisfaction of judgment. Executions are used to levy a fine on the property and goods of the defendant. **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, *Florida Statutes*, Judgments.** See also other "EXECUTION RECORDS" items.

RETENTION: Retain as long as execution record it relates to.

EXECUTION RECORDS: UNSATISFIED

Item #172

This record series documents writs of execution received by the law enforcement agency after a judgment is entered by a court of proper jurisdiction and issued by the Clerk of Court. Executions are used to levy a fine on the property and goods of the defendant. All receipts of money are endorsed on the execution. When an execution is satisfied and paid in full, the officer executing the writ furnishes the defendant with a notice that the judgment has been satisfied and files a return in the court that

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issued the execution in accordance with *Florida Statutes* Section 56.021, Executions; issuance and return, alias, etc. and Section 56.041, Executions; collection and return. This series consists of unsatisfied executions, receipts for returned executions, and execution docket records listing "all executions, orders and decrees directed to the sheriff, in relation to the collection of moneys, and a statement of all moneys credited on such orders, executions and decrees, and when and to whom and by whom paid," in accordance with Section 30.17, *Florida Statutes* (repealed 2005). **This series is no longer accumulating, as judgment lien functions have been transferred to the Department of State under Sections 55.201-55.209, *Florida Statutes*, Judgments.** See also other "EXECUTION RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost; return to issuing Clerk of Court if so desired by Clerk of Court.

FACIAL RECOGNITION IMAGE RECORDS

Item #221

This record series documents the process for generating, gathering and processing facial recognition images. The series may include, but is not limited to, facial images, renderings and associated data generated or received for automated comparison with images of known individuals to make identifications or exclusions. The series may also include user logs, query results, submitter and/or examiner information, and conclusions. The records may become part of a criminal intelligence record, criminal investigative record or some other record series.

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

FEDERAL FIREARMS NOTIFICATION RECORDS: APPLICATIONS TO TRANSFER FIREARMS

Item #222

This record series consists of applications to transfer firearms submitted to the chief law enforcement officer of a locality pursuant to the National Firearms Act (NFA). The chief law enforcement officer receives Applications for Tax Paid Transfer and Registration of Firearm (or similar or subsequent forms) and notifies the Department of Defense, Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) if they have information that would disqualify the persons from acquiring or possessing firearms. Applications received pursuant to 27 CFR 479.84(c) Application to Transfer, and the National Firearms Act, 26 USC ss. 5811, Transfer tax.

Retention: Retain until review of application is complete and any applicable notifications are sent to ATF.

FEDERAL FIREARMS NOTIFICATION RECORDS: FIREARMS LICENSES

Item #203

This record series documents notification to the Chief Law Enforcement Officer (CLEO) of a locality in accordance with 18 USC 923(d)(1)(F)(iii), Licensing, requiring individuals to provide copies of certain federal firearms applications or notices. The series may include, but is not limited to, the Application for an Amended Federal Firearms License, Application for Federal Firearms License (Collector of Curios & Relics), and Notice of Intent to Apply for a Federal Firearms License.

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

FIELD INTERROGATION REPORTS

Item #43

This record series consists of reports completed by officers relating to momentary detention of suspicious persons or vehicles. The activity is not of a criminal nature, and no arrests are made or other reports filed. The reports may contain such information as the subject's name, address, height, weight, color of hair and eyes, date, time and location of occurrence, name(s) of associate(s), officer's name, and reason(s) stopped. This series may also include follow-up documentation regarding the field interview(s). The information may be shared between agencies for its intelligence value. See also "WARNING TICKETS."

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

FINGERPRINT CLASSIFICATION INDEXES

Item #47

This record series consists of a numeric index to fingerprints based on fingerprint classification. The classification assigns numerical values to identify fingerprint patterns. See also "FINGERPRINT COMPARISON RECORDS" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."

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

FINGERPRINT COMPARISON RECORDS

Item #204

This record series documents fingerprint comparisons done at the request of individuals or other law enforcement agencies for such purposes as employment, housing, identity theft, etc. **This series does not cover fingerprint comparison records relating to criminal investigations.** See also "FINGERPRINT CLASSIFICATION INDEXES" and "LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX."

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

FIREARM QUALIFICATIONS RECORDS

Item #48

This record series documents each law enforcement officer's qualifications to carry a firearm. Rule 11B-27.00212(14), *Florida Administrative Code*, Maintenance of Officer Certification, requires that officers document their firearms qualifications every two years and that the documentation be "maintained in the officer's employment file."

RETENTION: Retain as long as applicable Personnel Records item from *General Records Schedule GS1-SL for State and Local Government Agencies* or "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

*****LAW ENFORCEMENT RECORDS*****

GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

Item #50

This record series consists of reports to law enforcement agencies by physicians, nurses, or their employees, or employees of hospitals, sanitariums, clinics, or nursing homes treating any person suffering from a gunshot wound or life-threatening injury indicating an act of violence, or receiving a request for such treatment. These reports are submitted in compliance with Section 790.24, *Florida Statutes*, Report of medical treatment of certain wounds; penalty for failure to report. A copy may also be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item.

RETENTION: 3 anniversary years or as long as applicable CRIMINAL INVESTIGATIVE RECORDS item, whichever is longer.

HATE CRIMES REPORTS

Item #173

This record series consists of monthly reports submitted to the Florida Department of Law Enforcement by law enforcement agencies reporting "criminal acts that evidence prejudice based on race, religion, ethnicity, color, ancestry, sexual orientation, or national origin" as required by Section 877.19, *Florida Statutes*, Hate Crimes Reporting Act. The statute requires the Attorney General to publish an annual summary of the data compiled from these reports.

RETENTION: 1 calendar year.

INJUNCTION RECORDS

Item #174

This record series consists of the law enforcement agency's copies of injunctions maintained by the Clerk of Court. The records are copies of permanent or temporary injunctions, orders dismissing or amending injunctions, and return of service forms.

RETENTION: Retain until expiration of injunction.

INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY

Item #59

This record series serves as the final action summary of investigations of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. The completed investigation file is scheduled separately based on the nature of the outcome (sustained formal, sustained informal, or not sustained/unfounded/exonerated). The statement of final action may take many forms, including a memorandum, correspondence, logs, or reports. See also "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," and "PHYSICAL FORCE RECORDS."

RETENTION: Retain as long as the Personnel File.

INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED

Item #136

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were determined to be unsustained or unfounded or the employee or officer was exonerated. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 1 anniversary year after final disposition.

INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL

Item #134

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and formal discipline administered. "Formal discipline" shall be defined as including demotions, removals, suspensions, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 5 anniversary years after final disposition.

INTERNAL INVESTIGATION RECORDS: SUSTAINED INFORMAL

Item #135

This record series documents the investigation of allegations of employee or officer misconduct and/or violation of law enforcement agency regulations or orders, state or federal statutes, or local ordinances. Investigations may also cover discharge of firearms or other use of physical force. These records document cases in which the charges were sustained and informal discipline administered. "Informal discipline" shall be defined as including written or verbal reprimands, memoranda, or similar action. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the

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complaint. See also "INTERNAL INVESTIGATION RECORDS: FINAL ACTION SUMMARY," "INTERNAL INVESTIGATION RECORDS: NOT SUSTAINED/UNFOUNDED/EXONERATED," "INTERNAL INVESTIGATION RECORDS: SUSTAINED FORMAL," and "PHYSICAL FORCE RECORDS." For investigative records of the Office of Inspector General, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 3 anniversary years after final disposition.

JUVENILE ALTERNATIVE PROGRAM RECORDS

Item #206

This record series documents an agency's participation in programs designed to provide alternatives to detention for juvenile offenders and divert them from continued delinquent activity. Records may include names of volunteers and participants, volunteer hours, program administrative activities, agreements, and other related records. This series does not include case files relating to individual juvenile offenders.

RETENTION: 5 anniversary years.

K-9/EQUINE RECORDS

Item #178

This record series consists of documents related to the acquisition, training, maintenance, medical treatment, mental health, and disposition of canines and horses for service as K-9 units and mounted patrols or parade units. This series may include such records as breeder information; initial health screenings; notes on the animal's behavior and the breeder's reputation by an agency representative; duplicate financial and insurance records; records related to the final disposition of the animal, including reason, method, and date of final disposition (retirement, euthanasia, adoption, death in the line of duty, sale); and copies of immunization records, surgical procedure records, special care instructions (diets/exercise/morale), prescription medication records, and mental health reports. The content of these records may vary by the animal's nature, breed, and specific work requirements.

RETENTION: 4 anniversary years after the animal leaves service.

LATENT FINGERPRINTS/PALM PRINTS/FOOTPRINTS: INDEX

Item #145

This record series consists of latent prints found at crime scenes and used for comparison with prints of known individuals to make identifications or exclusions. See also "FINGERPRINT CLASSIFICATION INDEXES" and "FINGERPRINT COMPARISON RECORDS."

RETENTION: Retain as long as item it relates to or until obsolete, superseded, or administrative value is lost.

LIABILITY WAIVERS

Item #65

This record series consists of waivers releasing the law enforcement agency from any and all liability claims for activities undertaken by the agency in performing law enforcement/safety functions (for instance, unlocking a car door using a slim jim). See also "CITIZEN RIDE-ALONG REQUEST AND RELEASE RECORDS" and "WAIVER FORMS: RELEASE OF INFORMATION."

RETENTION: 4 anniversary years.

LICENSE PLATE RECOGNITION RECORDS

Item #217

This record series consists of license plate records created by license plate recognition systems. The series may include, but is not limited to, images of licenses plates and any associated metadata. These records may become part of a criminal investigative record or some other record series. See Section 316.0778, *Florida Statutes*, Automated license plate recognition systems; records retention-, requiring a maximum retention period for these records.

RETENTION: Retain until obsolete, superseded, or administrative value is lost, but no longer than 3 anniversary years unless required to be retained under another record series.

MASTER NAME INDEXES

Item #66

This record series consists of summary information on individuals having been field interrogated or arrested, suspects or accomplices in crimes, crime victims, complainants, and witnesses. For each individual, the index may contain such information as name, address, date of birth, race, sex, date of incident, and type of incident. See also "ARREST RECORDS: OFFENDER INFORMATION," "CRIMINAL INTELLIGENCE INFORMATION RECORDS," and "CRIMINAL INVESTIGATIVE RECORDS" items.

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

MULTIPLE WEAPONS SALES REPORTS

Item #155

This record series consists of reports received by local law enforcement agencies from dealers reporting multiple firearm sales. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. **Law enforcement agencies must destroy these forms no more than 20 days after the date such form is received pursuant to 18 USC 923(g)(3)(B).** See also "MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost, but no longer than 20 days after receipt.

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MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS

Item #154

This record series consists of certifications submitted by local law enforcement agencies to the U.S. Attorney General's Office that all Multiple Weapons Sales Reports from licensed weapons dealers have been destroyed. In accordance with 18 USC 923(g)(3)(A), Licensing, licensed dealers must report multiple weapons sales whenever the licensee sells or otherwise disposes of, at one time or during any five consecutive business days, two or more pistols, revolvers, or any combination thereof, to an unlicensed person. The law also requires that the law enforcement agency destroy these forms no more than 20 days after the date such form is received and certify such destruction to the U.S. Attorney General's Office every 6 months (18 USC 923(g)(3)(B)). See also "MULTIPLE WEAPONS SALES REPORTS."

RETENTION: 1 calendar year.

NO CHARGE SERVICE REPORTS

Item #71

This record series documents services provided at no charge by the law enforcement agency to other agencies such as State Attorney's offices, felony courts, grand juries, and county and circuit courts. Records provide such information as date, style of case, person(s) served, person or agency for whom served, date and time service performed, and name of deputy/officer making service.

RETENTION: 1 fiscal year.

NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE

Item #149

This record series consists of notices to vehicle/property owner to remove abandoned or junked vehicles. See also "VEHICLE RECORDS: IMPOUNDED."

RETENTION: 3 fiscal years.

NOTICES: SEXUAL PREDATOR

Item #184

This record series consists of a copy of each notice to the community and the public that a sexual predator has established a permanent or temporary residence within the county or municipality. The Florida Sexual Predators Act, Section 775.21, *Florida Statutes*, defines sexual predator, and such notices are required by Section 775.21(7), *Florida Statutes*, Community and Public Notification. The content of notices may include, but is not limited to, the name of the sexual predator; a description of the predator including a photograph; the predator's current address including the city and county; the circumstances of the predator's offense(s); and the age of the victim. This series also includes any related records, such as mailing lists and documentation that notification was issued. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*.

RETENTION: 4 anniversary years.

NOTICES: TO APPEAR IN COURT

Item #73

This record series consists of notices to appear in court issued to citizens when given a citation. Notices provide the name and address of the officer testifying, the defendant's name, the offense charged, time and place of appearance, name and address of the court, name of arresting officer, and signature of the person receiving the notice.

RETENTION: 90 days after court date.

"OPERATION IDENTIFICATION" FORMS

Item #74

This record series consists of forms completed by citizens who participate in "Operation Identification" programs by engraving or otherwise marking their possessions for identification purposes in case of theft, loss, or burglary. The forms contain such information as owner's name, address, telephone number, description of articles marked, and identifying mark or number.

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

ORDER TO EXPUNGE/SEAL CRIMINAL HISTORY RECORDS

Item #216

This record series documents the expunging or sealing of criminal history records in accordance with an issued court order pursuant to Section 943.0585, *Florida Statutes*, Court-ordered expunction of criminal history records, and Section 943.059, *Florida Statutes*, Court-ordered sealing of criminal history records. The series may include, but is not limited to, court orders; correspondence; Certificate of Eligibility from the Florida Department of Law Enforcement certifying an individual's eligibility to have their record(s) sealed or expunged; and record showing compliance with the order. This series does not include the actual record(s) to be sealed or expunged.

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

PAWN SHOP/SECONDHAND DEALER TRANSACTION REPORTS

Item #79

This record series consists of reports to law enforcement agencies showing items purchased by a pawnbroker, junk dealer, scrap-metal processor, person dealing in secondhand goods, or foundry in accordance with Section 539.001(8), *Florida Statutes*, Florida Pawnbroking Act, or Section 538.04(1), *Florida Statutes*, Secondhand Dealers. Reports may contain such information as the time, date, and place of transaction; a complete and accurate description of the goods acquired, including serial numbers, manufacturer's numbers, or other identifying marks; a description of the person from whom the goods were

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acquired; the type of identification provided, the issuing agency, and the identification number; and a signed statement swearing that the seller has the authority to sell or pledge these goods. Retention is pursuant to Section 539.001(12)(c), *Florida Statutes* (pawnbrokers) and Section 538.04(1)(a), *Florida Statutes* (secondhand dealers).

RETENTION: 3 anniversary years after transaction.

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

Item #185

This record series documents the employment of auxiliary law enforcement officers or temporary/special deputies. These records may include loyalty oaths, emergency notification information, skill level and training, volunteer preferences, and other related records. The records do not document payments or benefits. This record series should be utilized for police auxiliary and temporary/special deputies whose actions may carry greater legal penalties than those of non-law enforcement volunteers. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*. See also "REGISTER OF SPECIAL DEPUTY SHERIFFS" (GS2) and "PERSONNEL RECORDS" items in *General Records Schedule GS1-SL for State and Local Government Agencies*.

RETENTION: 4 anniversary years after termination of duties.

PHYSICAL FORCE RECORDS

Item #77

This record series consists of reports by law enforcement officers, correctional officers, or employees who apply physical force to a citizen, prisoner, or arrestee. The reports contain a statement of the force used and the circumstances under which it was used. These may also be referred to as Levels of Resistance reports. The retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*. See also "INTERNAL INVESTIGATION RECORDS" items.

RETENTION: 4 anniversary years after incident.

POLICE EXPLORERS RECORDS

Item #207

This record series documents Police Explorers programs designed to educate and train teens and young adults up to age 21 for a career in law enforcement. The series documents program activities and participants and may include such records as applications, parental consent forms, meeting attendance records, examination records, background checks, program rules and regulations, fee payment records, and records of participation in community service activities.

RETENTION: 5 fiscal years.

POLYGRAPH RECORDS: HIRING

Item #208

This record series documents polygraph tests given to prospective employees. The series may include pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee, and background information.

RETENTION: Retain as long as related Personnel Records item or Employment Application and Selection Records item from *General Records Schedule GS1-SL for State and Local Government Agencies*.

POLYGRAPH RECORDS: INVESTIGATIVE

Item #209

This record series documents polygraph tests given to individuals in relation to an investigation. The series may include pre-examination records, charts and examination question records for persons interviewed and who have submitted to polygraph examinations, juvenile release form, lie detector examination statement of consent, polygraph analysis report, examiner's original test question list, examination chart tracing report, the chart of polygraph results, conclusions, statement of interviewee, and background information.

RETENTION: Retain as long as related Criminal Investigative Records item.

PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED

Item #27

This record series consists of itemized records of all property held by the law enforcement agency pursuant to Chapter 705, *Florida Statutes*, Lost or Abandoned Property; Section 790.08, *Florida Statutes*, Taking possession of weapons and arms; reports; disposition; custody; and Sections 932.703, 932.704, and 932.7055, *Florida Statutes*, regarding procedures for forfeiture and disposition of contraband articles. The retention is based on Section 95.11(3)(h), *Florida Statutes*, the Statute of Limitations for actions on taking, detaining, or injuring personal property. See also "AUCTION RECORDS," "EVIDENCE PROCESSING RECORDS," and "INMATE INCARCERATION RECORDS."

RETENTION: 4 anniversary years after disposition of property.

RECORD OF PRE-NUMBERED FORMS

Item #86

This record series documents the issuance of pre-numbered forms to law enforcement agency personnel authorized to accept public money, indicating which forms were issued to each employee. The records include the signatures of the individuals who received the forms and who checked in the returned forms.

RETENTION: 5 fiscal years.

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*****LAW ENFORCEMENT RECORDS*****

REGISTER OF FELONS

Item #87

This record series documents the registration of felons who enter or reside in the county, as required by Section 775.13, *Florida Statutes*, Registration of convicted felons, exemptions; penalties. The records provide the crime for which convicted; place of conviction; any sentence imposed; name; any aliases; address; and occupation.

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

REGISTER OF SPECIAL DEPUTY SHERIFFS

Item #88

This record series documents the appointment of special deputy sheriffs as required by Section 30.09(4), *Florida Statutes*, Qualification of deputies; special deputies. The register indicates the terms and circumstances of each appointment. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY."

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

REGISTRATIONS: BAIL BOND AGENTS

Item #15

This record series documents the registration of bail bond agents with the sheriff's office as required by Section 648.42, *Florida Statutes*, Registration of bail bond agents. The records include a copy of the license and a certified copy of the power of attorney filed with the Clerk of Court pursuant to Section 648.43, *Florida Statutes*, Power of attorney; approval by office; filing of copies; notification of transfer bond. The retention is for the law enforcement agency's copies, not the copies held by the Clerk of Court.

RETENTION: 3 fiscal years.

REGISTRATIONS: FIREARMS/WEAPONS

Item #49

This record series documents firearms and weapons owned by the law enforcement agency or documented under the provisions of Section 790.335(3), *Florida Statutes*, Prohibition of registration of firearms – Exceptions, such as weapons reported stolen or used in a crime.

RETENTION: Retain as long as the property it relates to or until termination of employment of officer/employee owning weapon.

SEIZURE OF UNSTAMPED CIGARETTES REPORTS

Item #92

This record series consists of the law enforcement agency's copies of reports submitted to the Division of Alcoholic Beverages and Tobacco, Department of Business and Professional Regulation, pertaining to the seizure by law enforcement officers of any unstamped cigarette packages. Section 210.18(7), *Florida Statutes*, Penalties for tax evasion; reports by sheriffs, requires law enforcement officers to "promptly report such seizure to the division or its representative, together with a description of all such unstamped cigarettes seized, so that the state may be kept informed as to the size and magnitude of the illicit cigarette business."

RETENTION: 3 fiscal years.

SEXUAL OFFENDERS REGISTRATION RECORDS

Item #210

This record series documents registration by sexual offenders as required by Section 943.0435, *Florida Statutes*, Sexual offenders required to register with the department; penalty. Pursuant to this statute, sexual offenders must report to the sheriff's office in their county of residence; the sheriff's office takes a photograph, fingerprints, and identification information from the offender and forwards them to the Florida Department of Law Enforcement.

RETENTION: Retain until submission to Florida Department of Law Enforcement is confirmed.

SPECIAL EVENT OPERATIONAL ORDERS

Item #223

This record series consists of operational orders for officers working parades, foot races and other special events held on city or county property and streets. The records document such information as the type of event, the department's mission, participating agencies, event schedule, type of communication system to be used, traffic control, critical incident response information, fire and emergency medical services, execution timeline, officers and personnel involved, and the administration and logistics of services to be provided. Orders are only used for the duration of the event.

RETENTION: 4 anniversary years from date of event.

SPECIAL WATCH RECORDS

Item #93

This record series documents special watch operations conducted on businesses, residences, or individuals. These records may include such information as the name, address and telephone number of the business or residence, summary information on the individual in question, and comments on why a special watch is necessary, such as a homeowner's scheduled absence. This series may also include daily bulletins and special requests that are read to the staff during roll call. See also "ALARM AND EMERGENCY CONTACT RECORDS" and "TRESPASS WARNING AUTHORIZATION FORMS."

RETENTION: Retain until special watch is canceled.

SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS

Item #83

This record series documents the testing and calibration of speed detection equipment such as Doppler radar devices, visual average speed computer devices, speedometer devices, laser speed devices, and stop watches. The series includes such records as test certificates and calibration tests and logs. Pursuant to Rule 15B-2.009 through 15B-2.012, *Florida*

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Administrative Code, speed devices must be rechecked every six months and only the certificate from the most recent six-month period is necessary to establish the presumption of accuracy of the device in court under Section 316.1905, *Florida Statutes*, Electrical, mechanical, or other speed calculating devices; power of arrest; evidence.

RETENTION: 6 months after test certificate issued.

STATUS RECORDS: VEHICLES

Item #95

This record series tracks the status of vehicles assigned to each radio operator's channel. The records indicate the status of cars that are busy but not dispatched. These records are not used to dispatch cars on calls. These records may be part of a Computer Aided Dispatch (CAD) system. See also "COMPLAINT/INCIDENT REPORTS."

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

SUBPOENA LOGS

Item #97

This record series consists of a detailed log of subpoenas served on law enforcement personnel.

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

TELECOMMUNICATIONS TERMINAL LOGS

Item #98

This record series consists of a log documenting entries made by agency personnel into the telecommunications system, including daily activity and messages received or transmitted. See also "TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES."

RETENTION: 1 anniversary year after transmittal.

TELECOMMUNICATION MESSAGES: LAW ENFORCEMENT ACTIVITIES

Item #99

This record series consists of telecommunications messages by police/sheriff's department and other law enforcement agencies nationwide used in the apprehension of criminals and exchange of police information. The series includes messages from and to the Florida Crime Information Center (FCIC), the National Crime Information Center (NCIC), and the Department of Highway Safety and Motor Vehicles (DHSMV). This series also includes messages between officers and deputies and any metadata associated with those messages. The information is used for investigations, traffic stops, calls for service and other law enforcement activities. The records may become part of a criminal intelligence record, criminal investigative record or some other record series. See also "TELECOMMUNICATIONS TERMINAL LOGS."

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

TELEPHONE CALL LOGS

Item #100

This record series consists of a log documenting telephone calls received by dispatch within the law enforcement agency. This series does not include those records covered by *General Records Schedule GS1-SL for State and Local Government Agencies* under Item #292, "RADIO LOGS;" Item #377, "911 RECORDS: LOGS;" or Item #335, "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION: 180 days after last entry.

TRAINING RECORDS: INSTRUCTOR

Item #105

This record series documents each course taught by the law enforcement agency. It may include the schedules, course material, and any development material. These records relate to in-service training programs provided pursuant to Section 943.175, *Florida Statutes*, Inservice training. See also "PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY" or applicable "PERSONNEL RECORDS" item in *General Records Schedule GS1-SL for State and Local Government Agencies*.

RETENTION: 2 anniversary years after training.

TRESPASS WARNING AUTHORIZATION FORMS

Item #106

This record series documents agreements between law enforcement agencies and property owners to issue trespass warnings. See also "SPECIAL WATCH RECORDS" and "WARNING TICKETS."

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

UNIFORM CLOTHING RECORDS

Item #108

This record series documents uniform items issued to law enforcement personnel. These records can also be used to authorize issuance of specified items by an authorized vendor.

RETENTION: 1 fiscal year after items returned or determination that return is not possible.

UNIFORM CRIME REPORTS (UCR)

Item #109

This record series consists of reports from law enforcement agencies to the Florida Department of Law Enforcement pursuant to Section 943.05, *Florida Statutes*, Criminal Justice Information Program; duties; crime reports, and Rule 11C-4.008, *Florida Administrative Code*, Uniform Crime Reports Guide Manual. Reports include both offense and arrest crime data relating to murder, manslaughter, forcible sex, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, simple assault, domestic violence offenses, property stolen and recovered, motor vehicle recovery, homicides, and law enforcement officer injuries or deaths. This retention is for copies of reports held by the submitting agency, not those received and held by FDLE.

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*****LAW ENFORCEMENT RECORDS*****

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

VALIDATION RECORDS

Item #110

This record series documents the process of validating the accuracy of information submitted by law enforcement agencies to the Florida Crime Information Center (FCIC) database administered by the Florida Department of Law Enforcement.

RETENTION: 60 days after validation.

VEHICLE LOCATOR RECORDS

Item #211

This record series consists of records used to track the location of law enforcement vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.

RETENTION: 30 days.

VEHICLE PROCESSING LOGS

Item #112

This record series documents the processing of vehicles for evidence such as fingerprints and palm prints. The log may contain such information as vehicle processed; date and time of processing; and the name of the individual processing the vehicle. This information may also be found in the applicable Criminal Investigative Records item. See also "EVIDENCE PROCESSING RECORDS."

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

VEHICLE PURSUIT RECORDS

Item #212

This record series documents law enforcement vehicle pursuit of suspects or violators. Information may include, but is not limited to, date of pursuit; officers involved in pursuit; location where pursuit began; location where pursuit ended; weather and traffic conditions; reason for pursuit; tactics used; and how and why pursuit was terminated. A pursuit record may become part of an applicable Criminal Investigative Records item.

RETENTION: 4 anniversary years.

VEHICLE RECORDS: INSPECTION CHECKLIST

Item #111

This record series consists of checklists used by law enforcement agencies to record the condition of vehicles and equipment. Inspections may be conducted at the beginning of each work shift or at other intervals determined by the agency.

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

VEHICLE RECORDS: IMPOUNDED

Item #52

This record series documents the impoundment of vehicles, including ground, air, and water vehicles, by a law enforcement agency. Records include information relating to the vehicle such as name and address of owner; year, make, and model; color; vehicle identification number (VIN); tag number; condition; damage (if any); and an inventory of the contents. The records may also provide date, time, and location of impoundment; reason for impoundment (e.g., accident, abandoned, recovered stolen, or used in commission of a crime); name of wrecker service; and release information such as fees or charges incurred, name and address of individual to whom the vehicle was released, and release authorizations and conditions (if any) imposed. See also "NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE," "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED," and "EVIDENCE PROCESSING RECORDS."

RETENTION: 5 fiscal years after disposition of vehicle.

VEHICLE RECORDS: TACHOMETER READING

Item #113

This record series consists of tachometer readings recorded to monitor the speed of law enforcement vehicles over a period of time. The records may also document use of lights and sirens.

RETENTION: 1 anniversary year.

VICTIM ASSISTANCE CASE FILES

Item #191

This record series documents the agency's efforts to provide assistance to crime victims pursuant to Chapter 960, *Florida Statutes*, Victim Assistance. These records may include copies of police reports, court documents, correspondence, social service support referrals, crime compensation applications, victim impact statements, restitution statements, and other supporting documentation.

RETENTION: 5 fiscal years after final action.

VIDEO/AUDIO RECORDINGS: BODY CAMERA

Item #224

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*****LAW ENFORCEMENT RECORDS*****

This record series consists of recordings taken by a body camera as defined in Section 119.071(2)(l)1.a, *Florida Statutes*: “a portable electronic recording device that is worn on a law enforcement officer’s body and that records audio and video data in the course of the officer performing his or her official duties and responsibilities.” Since these recordings may play an integral part in prosecution or disciplinary actions, the agency is responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record. Retention is pursuant to Section 119.071(2)(l)5, *Florida Statutes*, General exemptions from inspection or copying of public records.—Agency Investigations. See also “VIDEO/AUDIO RECORDINGS: PATROL UNITS.”

RETENTION: 90 days.

VIDEO/AUDIO RECORDINGS: PATROL UNITS

Item #192

This record series consists of video recordings taken from a patrol vehicle (dash-cam videos) to document law enforcement activities of officers while on patrol. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained beyond the minimum. These records may become part of a criminal investigative record. See also “VIDEO/AUDIO RECORDINGS: BODY CAMERA.”

RETENTION: 30 days.

VISITOR ACCESS RECORDS: PHYSICALLY SECURE LOCATION

Item #225

This record series consists of records documenting visitors’ access to a physically secure location pursuant to the *Criminal Justice Information Services (CJIS) Security Policy*, Version 5.5, 06/01/2016 (CJISD-ITS-DOC-08140-5.5), regarding security of FBI Criminal Justice Information System (CJIS) hardware, software and media. Retention is based on *CJIS Security Policy* retention requirements for access privilege records and change logs and other related records. See also GS1-SL, Item #189, “ACCESS CONTROL RECORDS” and Item #54, “VISITOR/ENTRY LOGS.”

RETENTION: 1 anniversary year after date of access.

WAIVER FORMS: RELEASE OF INFORMATION

Item #114

This record series consists of waivers submitted to law enforcement agencies by crime victims, witnesses, juveniles, and others authorizing agencies to release information regarding themselves. The waiver informs the individuals that they are waiving any public records exemption status provided for by Chapter 119, *Florida Statutes*, Public Records, or any other Florida statute or administrative rule. See also “LIABILITY WAIVERS.”

RETENTION: 4 anniversary years.

WARNING TICKETS

Item #115

This record series consists of warning tickets issued by law enforcement agencies identifying the person warned and indicating the date and nature of the warning. A copy may also be filed with the applicable Criminal Investigative Records item. See also “CRIMINAL INVESTIGATIVE RECORDS” items, “FIELD INTERROGATION REPORTS,” and “TRESPASS WARNING AUTHORIZATION FORMS.”

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

WARRANT CASE FILES

Item #117

This record series consists of case files on criminal warrants to be served on individuals. The series may include copies of the letter of transmittal, a copy of the warrant, and any other pertinent information related to the warrant. See also “ARREST WARRANTS/CAPIAS/ORDERS” and “WARRANT INDEX.”

RETENTION: Retain until served or withdrawn.

WARRANT INDEX

Item #116

This record series consists of an alphabetical name index of warrants to be served. The series may include additional information regarding the warrants, such as date served. See also “ARREST WARRANTS/CAPIAS/ORDERS” and “WARRANT CASE FILES.”

RETENTION: 1 anniversary year after served.

WEAPONS BUY BACK PROGRAM RECORDS

Item #193

This record series documents programs under which law enforcement agencies buy back weapons from citizens on a “no questions asked” basis. These records may include, but are not limited to, participant information; financial records; media or advertising materials; and collection logs specifying the serial number, make, and model of the weapon as well as the method and date of final destruction or other disposition. This series may also include any tests run on the weapons to identify participation in a crime.

RETENTION: 5 fiscal years.

WRECKER SERVICE RECORDS

Item #118

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*****LAW ENFORCEMENT RECORDS*****

This record series documents the law enforcement agency's requests for wreckers to tow vehicles. The records provide such information as the date and time of request; zone or unit; wrecker service requested and by whom; wrecker service responding; whether wrecker called was by utilization of a rotation list or at the vehicle owner's request (to verify fairness in wrecker company usage if contested); and remarks. The series may also contain the wrecker rotation list, the wrecker company's towing and storage rates, and notification to the law enforcement agency when a vehicle is towed from private property in compliance with Section 715.07(2), *Florida Statutes*, Vehicles or vessels parked on private property; towing.

RETENTION: 1 fiscal year.

*** CORRECTIONAL/DETENTION FACILITY RECORDS ***

CORRECTIONAL/DETENTION FACILITY RECORDS

ACCREDITATION RECORDS: CORRECTIONAL FACILITY

Item #198

This record series consists of all materials and documentation used for the purpose of demonstrating compliance with the professional standards established by the Florida Corrections Accreditation Commission or American Correctional Association. The series may include, but is not limited to, general or special orders, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports. See also "ACCREDITATION RECORDS: LAW ENFORCEMENT AGENCY."

RETENTION: 3 anniversary years after accreditation.

BOOKING RECORDS

Item #16

This record series consists of information on all prisoners taken into custody and placed in jail as a result of a court action, awaiting bond or any other reason, regardless of age or nature of offense. The records may indicate the term to be served; the name and the pertinent facts of the prisoner; reason for being placed in jail; offense; scheduled date of release; method of release; and information gathered on arrested individuals soon after booking for classification purposes and consideration for release-on-recognizance or signature release. The series may include, but is not limited to, initial intake form; commitment to serve sentence form; a copy of the individual booking card; a copy of the criminal report affidavit; a copy of the individual's local, state, and national arrest record; an information release form if considered for release-on-recognizance; and a copy of the court order granting release-on-recognizance and signature release form. Information provided for each prisoner in these records may include, but is not limited to, physical and demographic information, personal and criminal history, booking number, charge(s), referrals, release-on-recognizance evaluation, arresting and booking officer, time and place of arrest, and probable cause summary. See also "ARREST RECORDS: OFFENDER INFORMATION," "COMMITMENT AND RELEASE LISTS," "INMATE INCARCERATION RECORDS," and "JAIL DOCKET BOOKS."

RETENTION: 1 anniversary year after released.

COMMITMENT AND RELEASE LISTS

Item #22

This record series lists individuals booked into and released from the booking facility during a 24-hour period. Information may include date, booking number, name, race, sex, age, charge, court, arresting officer, bond amount, how released, and date returnable. See also "BOOKING RECORDS."

RETENTION: 1 anniversary year after released.

HEADCOUNT RECORDS: INMATES

Item #51

This record series consists of daily lists of all inmates incarcerated in each correctional or detention facility and may include such information as date, name, race, sex, age, charge, cell location, prisoner counts, and signature of the employee performing the count.

RETENTION: 1 fiscal year.

INMATE CALL RECORDS

Item #205

This record series documents telephone calls to or from inmates. Records may include recordings of calls as well as information about each call such as date, time, duration, phone number, and related information. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of a Criminal Investigative Records item.

RETENTION: 30 days.

INMATE FINANCIAL RECORDS

Item #175

This record series documents inmate purchases from the prison commissary/canteen as well as money and clothing received from the public for inmates. Records may provide date, receipt number, article received, money received, name of inmate receiving article/money, and name of officer accepting article/money.

RETENTION: 5 fiscal years.

INMATE INCARCERATION RECORDS

Item #53

This record series consists of records documenting the incarceration of each inmate in adult correctional/detention facilities. Records may include, but are not limited to, booking cards; verification letters; interview forms; psychological testing results; information release forms; contact sheets; school attendance reports; copies of commitment papers; copies of incident reports; disciplinary reports; correspondence and memoranda; personal property records; copies of pre-sentence investigation reports; receipts for inmate money and personal property taken for safekeeping upon being booked into the facility; receipts for money returned to the inmate upon release; and transfer orders verifying that property has been transferred with an inmate when he/she is transferred to or received from another institution. Records for inmates placed on work release programs may include work release rules, court orders placing subject on work release, fund disbursement forms, time cards, and progress reports.

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*** **CORRECTIONAL/DETENTION FACILITY RECORDS** ***

See also "BOOKING RECORDS," "JAIL DOCKET BOOKS" and "PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED."

RETENTION: 1 anniversary year after release of prisoner.

INMATE TRANSPORTATION LISTS

Item #176

This record series consists of lists of inmates scheduled to be transported to arraignments, court appearances, work release, correctional facilities, medical institutions, doctor's offices, or other sites. The records may also indicate method of transportation and agency conducting the transportation.

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

INSPECTION RECORDS: CORRECTIONAL/DETENTION FACILITIES

Item #57

This record series consists of inspection reports of correctional/detention facilities made by the Officer-in-Charge and/or prison inspectors and a copy of any official response made by the Officer-in-Charge. These reports are filed with the Department of Corrections as well as the Clerk of Court; however, this retention is for the copies of reports held by the submitting agency, not those received by Department of Corrections or the Clerk of Court. This series does not include Inspector General inspection reports, which are covered by *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #351, "INVESTIGATIVE RECORDS: INSPECTOR GENERAL."

RETENTION: 3 anniversary years after report or official response.

INVENTORY REPORTS: MISSING ITEMS

Item #177

This record series consists of reports of missing items based on a review of the supply checklist and the existing inventory of items. The report may indicate items missing; the normal location of each item while in the cell block, on the commissary cart, or elsewhere in the facility; the time each item was discovered missing; and the names of inmates who visited those locations during that time period. See also "SUPPLY CHECKLIST."

RETENTION: Retain until item is accounted for or declared lost.

JAIL DOCKET BOOKS

Item #61

This record series provides summary information on all prisoners who have been incarcerated in the facility. The records may include such information as name, sex, inmate number, type of offense, and the arresting officer's name. See also "BOOKING RECORDS" and "INMATE INCARCERATION RECORDS."

RETENTION: Permanent.

MARCHMAN ACT RECORDS

Item #179

This record series consists of records created in the implementation of the Hal S. Marchman Act pursuant to Chapter 397, *Florida Statutes*, Substance Abuse Services. Under the Marchman Act, a person who is substance abuse impaired and is incapable of making a rational decision about their need for treatment, and/or poses an immediate danger to themselves or others, may be placed in protective custody. The records may include an inmate jail record, duplicates of court records, transportation information, intoxilyzer results, Marchman Act form(s), notices to local service providers and to a minor's guardian, and written reports detailing the circumstances under which the person was taken into custody.

RETENTION: 2 anniversary years after report.

MEAL RECORDS

Item #68

This record series documents the food served to inmates of a correctional or detention facility. The records indicate which prisoners received meals and any special meals given for dietary, religious or cultural reasons.

RETENTION: 1 calendar year.

SUICIDE WATCH RECORDS

Item #189

This record series documents a correctional or detention facility's special watch on potentially suicidal inmates. The records may indicate who was on watch, the time of shift change, changes in the emotional state of the inmate(s), and precautions taken.

RETENTION: 4 anniversary years.

SUPPLY CHECKLIST

Item #63

This record series consists of an inventory of all items that may be stolen by an inmate, including kitchen, industrial, and medical supplies; library materials; and commissary goods. The inventory is kept current to verify the whereabouts of all items. This series does not apply to the property records or supply warehouse inventories described in *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #40, "INVENTORY, AGENCY PROPERTY." See also "INVENTORY REPORTS: MISSING ITEMS."

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

DISTRICT MEDICAL EXAMINER RECORDS

DISTRICT MEDICAL EXAMINER RECORDS

AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

Item #187

This record series consists of video recordings of the death scene and/or autopsy made by a medical examiner, investigator, or other party for use in determining the cause of death. See also "AUTOPSY AUDIO RECORDINGS."

RETENTION: Retain as long as related case file.

AUTOPSY AUDIO RECORDINGS

Item #152

This record series consists of audio recordings of autopsies conducted by the medical examiner, investigator, or other party. The recordings include the physician's verbal description of the body or specimen and his/her activities and observations during the dissection, such as bruises; swellings; scars; condition of internal organs; type of wounds; and the age, gender, and race of the deceased. These recordings are then transcribed and the transcriptions become part of the medical examiner's case file; recordings that are not transcribed must be retained as long as the related case file. See also "AUTOPSY AND DEATH SCENE VIDEO RECORDINGS."

RETENTION: Retain until verbatim transcription verified; if no transcription, retain as long as related case file.

BURIAL TRANSIT PERMIT LOG

Item #156

This record series consists of a log of permit numbers of Burial Transit Permits (Department of Health: DH Form 326, Aug. 97) issued pursuant to Section 382.006, *Florida Statutes*, Burial-transit permit, and Rule 64V-1.011, *Florida Administrative Code*, Burial-Transit Permit to Be Issued. These permits are completed by the medical examiner when acting as direct disposer. This log enables the medical examiner to track the number of permits applied for and the last permit number assigned.

RETENTION: 1 anniversary year.

DISASTER VICTIM CASE FILES: UNMATCHED

Item #165

This record series consists of information on alleged victims of a disaster. The file may contain statements from relatives and co-workers, photos of the victim when alive, medical records, and x-rays. All information is gathered in an effort to identify the victim's remains as discovered. These records do not document human remains found at the disaster site; rather, they document the life and physical characteristics of alleged victims. **If the alleged victim's information is matched to human remains found at the disaster site, these records become part of the medical examiner's case file.**

RETENTION: Retain until ruled out as a victim.

DOCK LOG: BODIES

Item #167

This record series consists of a log of bodies received at and departing from the medical examiner's office. These logs may include a unique identifying number, date and time of arrival, delivery agent, name of deceased if known, date and time of departure, and to whom the body was released. This retention period is based on the Statute of Limitations for negligence, Section 95.11, *Florida Statutes*.

RETENTION: 4 anniversary years after release of body.

EVIDENCE RECORDS: STAINED SECTIONS/EMBEDDED TISSUES/SPECIMENS

Item #169

This record series documents the collection, processing and testing of stained sections, paraffin tissue blocks, first cut glass tissue slides, and other specimens utilized as physical evidence in an investigation by the medical examiner's office. These records provide such information as where a sample was collected, by whom, the procedure utilized to test the sample, storage conditions, the name and address of other laboratories that tested the sample, and all associated raw data. Records of laboratory results are scheduled as part of the applicable Medical Examiner Case Files item. **NOTE: The actual tissue samples/specimens themselves are not public records and therefore not covered by records retention schedules; see Rule 11G-2.004, *Florida Administrative Code*, Physical Evidence, Body Parts, Specimens.**

RETENTION: Retain as long as the related Medical Examiner Case File.

MEDICAL EXAMINER CASE FILES: CREMATION INVESTIGATION, BURIAL-AT-SEA, ANATOMICAL DISSECTION, AND NO JURISDICTION INVESTIGATION

Item #180

This record series consists of records generated by referrals made to the medical examiner for which NO further investigation is required by Section 406.11, *Florida Statutes*, Examinations, investigations, and autopsies. These files may contain file notes related to brief inquiries required to determine jurisdiction or to obtain medical history, and duplicate copies of death certificates prepared by attending physicians. This record series does not contain autopsy records.

RETENTION: 4 anniversary years after referral and investigation.

MEDICAL EXAMINER CASE FILES: IDENTIFIED

Item #181

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), *Florida Statutes*, Examinations, investigations, and autopsies, for which the identity of the decedent **HAS** been ascertained. The case file is required by Rule 11G-2.005, *Florida Administrative Code*, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry

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DISTRICT MEDICAL EXAMINER RECORDS

without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

RETENTION: 30 anniversary years.

MEDICAL EXAMINER CASE FILES: UNIDENTIFIED

Item #182

This record series consists of the district medical examiner's case files documenting death investigations undertaken pursuant to Section 406.11(1)(a), *Florida Statutes*, Examinations, investigations, and autopsies, for which the identity of the decedent has **NOT** been ascertained. The case file is required by Rule 11G-2.005, *Florida Administrative Code*, Records, Autopsy Report, as part of the office's official records. In general, these investigations, whether including autopsy, external inspection, or inquiry without view of the body, are distinguished by the fact that the death certificates were prepared and signed by the medical examiner. The case file may contain a record of all investigations including the findings, radiographs, opinions, laboratory test results, photographs, autopsy reports, inspection reports, and case notes.

RETENTION: Retain until identified, then reclassify file as "MEDICAL EXAMINER CASE FILES: IDENTIFIED."

MEDICAL EXAMINER RECORDS: AUTOPSY SUPPORTING DOCUMENTS

Item #183

This record series consists of copies of hospital, nursing home, ambulance, or police homicide records used as reference materials for medical examiner investigations. These records, or portions of them, are used as factual foundation in concert with autopsy findings in the formation of cause-of-death opinions. Some medical examiners may produce a brief summary of the deceased's medical history abstracted from these records. Those summary reports will be included within the applicable Medical Examiner Case Files item and will take that retention period.

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

RESEARCH AND STUDY RECORDS

Item #186

This record series consists of materials compiled in the process of researching particular issues of interest and concern to medical examiners. Records may include, but are not limited to, copies of various medical examiner case files, criminal evidence that is no longer needed for prosecution, news reports, published scientific articles, and findings and conclusions on a particular manner or method of death. The research or study results may be published at a later date. ***This record series may have archival value.***

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

SKELETON INVENTORY RECORDS

Item #188

This record series consists of inventory control records and analyses documenting all skeletal remains brought to the medical examiner's office. These records are utilized in maintaining control over the bones currently in storage.

RETENTION: Retain as long as the related Medical Examiner Case File.

TOE TAGS

Item #190

This record series consists of the duplicate toe tags placed on a body by the medical examiner's office for internal monitoring purposes. The tag may bear identifying numbers and other information for processing purposes.

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

CROSS-REFERENCE

ABANDONED/JUNKED VEHICLE NOTICES

use NOTICES: REMOVAL OF ABANDONED OR JUNKED VEHICLE

ACCIDENT REPORT FORMS: MOTOR VEHICLE

use ACCIDENT REPORT FORMS: MOTOR VEHICLE

use ACCIDENT REPORT LONG FORMS: MOTOR VEHICLE (Dated prior to 2012)

or ACCIDENT REPORT SHORT FORMS: MOTOR VEHICLE (Dated 2010-2012)

ACTIVITY LOGS: DETENTION FACILITY

use ACTIVITY LOGS

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #380, ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

ASSIGNMENT ORDERS: SHIFT ASSIGNMENT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #289, WORK SCHEDULES

AUTOPSY RECORDINGS (AUDIO/VIDEO)

use AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

or AUTOPSY AUDIO RECORDINGS

BAIL BOND AGENTS: REGISTRATION

use REGISTRATIONS: BAIL BOND AGENTS

BAKER ACT INCIDENT REPORTS

use COMPLAINT/INCIDENT REPORTS

BODY CAMERA VIDEOS

use VIDEO/AUDIO RECORDINGS: BODY CAMERA

BOLO (BE ON THE LOOKOUT) FORMS

use BE ON THE LOOKOUT (BOLO) RECORDS

BRADY BILL RECORDS: CERTIFICATION LETTERS

use MULTIPLE WEAPONS SALES REPORTS DESTRUCTION CERTIFICATION LETTERS

BRADY BILL REPORTS: MULTIPLE WEAPONS SALES

use MULTIPLE WEAPONS SALES REPORTS

CASE REPORTS

use COMPLAINT/INCIDENT REPORTS

or applicable CRIMINAL INVESTIGATIVE RECORDS item

CIVIL INDEXES

use CIVIL PROCESS/RETURN RECORDS

CIVIL RETURNS

use CIVIL PROCESS/RETURN RECORDS

COMMUNICATIONS TAPE RECORDINGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #335, COMMUNICATIONS AUDIO RECORDINGS

CRIMINAL INVESTIGATIVE RECORDS: DUI-DUBAL (FELONY/MISDEMEANOR)

use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)

CRIMINAL INVESTIGATIVE RECORDS: ELDER ABUSE OR NEGLECT

use CRIMINAL INVESTIGATIVE RECORDS: ELDERS/DISABLED ADULTS ABUSE, NEGLECT, OR EXPLOITATION

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CROSS-REFERENCE

CRIMINAL INVESTIGATIVE RECORDS: MEDICAID PROVIDER FRAUD
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD

CRIMINAL INVESTIGATIVE RECORDS: POLLUTION CONTROL
use other applicable CRIMINAL INVESTIGATIVE RECORDS item(s)

CRIMINAL INVESTIGATIVE RECORDS: SECURITY & INVESTMENT FRAUD
use CRIMINAL INVESTIGATIVE RECORDS: FRAUD

DASH-CAM VIDEOS
use VIDEO/AUDIO RECORDINGS: PATROL UNITS

DISPOSITION REPORTS: COUNTY CORRECTIONAL FACILITY
use DISPOSITION REPORTS

EMPLOYEE IDENTIFICATION RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Personnel Records items or Item
#189, ACCESS CONTROL RECORDS

EXPLORER PROGRAM/POLICE RECORDS
use Police Explorers Records

FELON REGISTER
use REGISTER OF FELONS

FINE AND FORFEITURE RECEIPT RECORDS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE
RECORDS: DETAIL

FINE/ESTREATED BOND REPORTS
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #365, RECEIPT/REVENUE
RECORDS: DETAIL

FIREARMS: REGISTRATION
use REGISTRATIONS: FIREARMS/WEAPONS

FIRST CONTACT POLICE REPORTS
use COMPLAINT/INCIDENT REPORTS
or applicable CRIMINAL INVESTIGATIVE RECORDS item

GUNSHOT WOUND REPORTS
use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

LEGAL/PRIVILEGED MAIL LOGS
use INMATE INCARCERATION RECORDS

LEVELS OF RESISTANCE REPORTS
use PHYSICAL FORCE RECORDS

MAIL LOGS: LEGAL/PRIVILEGED MAIL
use INMATE INCARCERATION RECORDS

MEDICAL RECORDS: INMATE
use *General Records Schedule GS4 for Public Hospitals, Health Care Facilities and Medical Providers*, Item #80,
PATIENT MEDICAL RECORDS

MODUS OPERANDI RECORDS
use CRIME ANALYSIS RECORDS

NOTIFICATION OF FOREIGN CONSULATE RECORDS

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use item to which notification relates, e.g., the applicable CRIMINAL INVESTIGATIVE RECORDS item, ACCIDENT RECORDS, etc.

OFFENSE/INCIDENT REPORTS

use COMPLAINT/INCIDENT REPORTS
or applicable CRIMINAL INVESTIGATIVE RECORDS item

PARKING VIOLATION RECORDS

use CITATIONS
or applicable CODE VIOLATION RECORDS item(s) from *General Records Schedule GS1-SL for State and Local Government Agencies*

POLYGRAPH RECORDS

use POLYGRAPH RECORDS: HIRING
or POLYGRAPH RECORDS: INVESTIGATIVE

PROPERTY RECORDS: CONFISCATED

use PROPERTY RECORDS: SEIZED/ABANDONED/FORFEITED

RADAR CALIBRATION RECORDS

use SPEED MEASURING DEVICE TEST/CALIBRATION RECORDS

RADIO LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #292, RADIO LOGS

RAP SHEETS

use CRIMINAL HISTORY SUMMARY RECORDS/RAP SHEETS

REGISTRATIONS: BONDSMAN

use REGISTRATIONS: BAIL BOND AGENTS

REQUISITION OF THE SHERIFF

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #88, BUDGET RECORDS, SUPPORTING DOCUMENTS

SCENE VIDEOS

use AUTOPSY AND DEATH SCENE VIDEO RECORDINGS

SEXUAL PREDATOR NOTICES

use NOTICES: SEXUAL PREDATOR

SPECIAL DEPUTY SHERIFFS: REGISTER

use REGISTER OF SPECIAL DEPUTY SHERIFFS

TAG READER RECORDS

use LICENSE PLATE RECOGNITION RECORDS

TRAFFIC HOMICIDE RECORDS

use applicable CRIMINAL INVESTIGATIVE RECORDS item

TRAINING RECORDS: PERSONNEL

use PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY or *General Records Schedule GS1-SL for State and Local Government Agencies*, applicable Personnel Records item

USE OF FORCE RECORDS

use PHYSICAL FORCE RECORDS

VEHICLE RECORDS: CHECKLIST

use VEHICLE RECORDS: INSPECTION CHECKLIST

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*****CROSS-REFERENCE*****

VIDEO PEN VIDEOS

use VIDEO/AUDIO RECORDINGS: BODY CAMERA

VIDEO RECORDINGS: PATROL UNITS

use VIDEO/AUDIO RECORDINGS: PATROL UNITS

VIDEO TAPE RECORDINGS: PATROL UNIT

use VIDEO/AUDIO RECORDINGS: PATROL UNITS

WARRANT CARD FILES

use WARRANT INDEX

WARRANT CASE FILES: OUTSTANDING

use WARRANT CASE FILES

WOUND REPORTS

use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

911 RECORDS: LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #377, 911 RECORDS: LOGS

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