

# State of Florida

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



**NOVEMBER 1, 2006**

With September 1, 2007 Revisions

Florida Department of State  
State Library and Archives of Florida

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<http://dlis.dos.state.fl.us/RecordsManagers>

# 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:

<b>GS1-SL</b>	General Records Schedule for <b>State and Local Government Agencies (GS1-SL supersedes GS1-S for State Government Agencies and GS1-L for Local Government Agencies)</b>
<b>GS2</b>	General Records Schedule for <b>Law Enforcement</b>
<b>GS3</b>	General Records Schedule for <b>Election Records</b>
<b>GS4</b>	General Records Schedule for <b>Public Health Care Facilities/Providers</b>
<b>GS5</b>	General Records Schedule for <b>University/Community College Records</b>
<b>GS7</b>	General Records Schedule for <b>Public Schools</b>
<b>GS8</b>	General Records Schedule for <b>Fire Departments</b>
<b>GS9</b>	General Records Schedule for <b>State Attorneys</b>
<b>GS10</b>	General Records Schedule for <b>Public Defenders</b>
<b>GS11</b>	General Records Schedule for <b>Clerks of Court</b>
<b>GS12</b>	General Records Schedule for <b>Property Appraisers</b>
<b>GS13</b>	General Records Schedule for <b>Tax Collectors</b>
<b>GS14</b>	General Records Schedule for <b>Public Utilities</b>
<b>GS15</b>	General Records Schedule for <b>Public Libraries</b>

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 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 which 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 Services for Records Managers Web site at:

<http://dhis.dos.state.fl.us/recordsmanagers/>

To obtain an individual printed copy or electronic copy, fax your request to 850.245.6795, Attention: Receptionist, or contact the Records Management Program at 850.245.6750.

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**I. STATUTORY AUTHORITY**

This general records schedule is issued by the Department of State, State Library and Archives of Florida, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

Chapter 119, F.S., defines the terms “public records,” “custodian of public records,” and “agency,” as well as the fundamental process by which disposition of said records is authorized under law.

Chapter 257, F.S., establishes the Florida State Archives and Records Management Program under the direction of the Division of Library and Information Services, Department of State, 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 record making and keeping, and requires all agencies to appoint a Records Management Liaison Officer.

**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. These values are 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 which may impact the retention period of an agency’s records:

- A. Audits - Audits are the means by which independent auditors examine and express an opinion on financial statements and, as applicable, report on public agencies’ compliance with laws, regulations, and internal controls. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, s. 215.97, F.S.

There are various types of audits. Performance audits examine the economy and efficiency and/or effectiveness of applicable programs, activities, or functions. Financial audits include (1) an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; (2) an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements; and (3) an examination of any additional financial information necessary to comply with generally accepted accounting principles. As applicable, the scope of the financial audit shall include any additional auditing activities necessary to comply with the term “financial audit” as defined and used in *Government Auditing Standards*, as amended. Also as applicable, the scope of a financial audit shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Public Law 104-156 (31 U.S.C.A. ss. 7501 to 7507); United States Office of Management and Budget (OMB) Circular A-133; and other applicable federal law.

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.

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

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**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 Florida Administrative Code Rule 1B-24, is "a group of related documents arranged under a single filing arrangement or kept together as a unit because they consist of the same form, relate to the same subject, result from the same activity, or have certain common characteristics." 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.

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 up to 75-80 percent 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. General records schedules have been established for program records of specific functional areas. For example, the GS5 for Universities and Community Colleges establishes retention requirements for program records unique to the functions and activities of those types of institutions; the GS9 for State Attorneys establishes retention requirements for program records unique to State Attorneys' offices; and the GS12 for Property Appraisers establishes retention requirements for program records unique to Property Appraisers' offices. Please 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 retention requirements contained in the program schedule shall take precedence. For instance, if a record series is listed in both the GS1-SL and the GS3, elections offices should abide by the retention requirements cited in the GS3.

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 the 20-25 percent of an agency's records that are not in a general schedule. To establish an individual records schedule, an agency must submit a Records Retention Schedule, Form LS5E105Reff.1-01, to the Records Management Program for review and approval. This "105" form is available on the Records Management Web site at:

<http://dhis.dos.state.fl.us/recordsmgmt/publications.cfm>

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable

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requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced which 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.

- B. Final Disposition of Public Records - Florida Statutes section 257.36(6) 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 Florida Statutes sections 119.07-119.0721 regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If a retention schedule for the records does not exist, then one must be established by following the procedures listed above for "Establishing a Records Retention Schedule."

Records Disposition Documentation - Agencies must maintain internal documentation of records disposition including retention schedule number, retention schedule item number, records series title, inclusive dates, and volume (in cubic feet) of records destroyed. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management Web site at <http://dhis.dos.state.fl.us/recordsmgmt/publications.cfm>. Agencies must maintain this documentation as a permanent record, but should **not** submit it to the Records Management Program for review or approval.

#### **IV. ARCHIVAL VALUE**

- A. **State agencies** - The State Archives of Florida will analyze record series to identify 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, SunCom 205.6750; or by e-mail at [recmgt@dos.state.fl.us](mailto:recmgt@dos.state.fl.us). 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.

#### **V. ELECTRONIC RECORDS**

Records schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts

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of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of e-mail files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including all date/time stamps, routing information, etc.

**VI. FACTORS WHICH MAY INFLUENCE THE DISPOSITION OF RECORDS**

- A. Litigation - When a public agency has been notified 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 when that hold can be lifted and the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(f), F.S., 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 may include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies, and the Commission on Office Laboratory Accreditation. In an effort to enhance the professionalism of their members, these groups may place heavier burdens on public agencies than those which are 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 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 (pursuant to 31 U.S.C., Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) 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 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 which arise 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.

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**VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS**

Unless otherwise prohibited by law or rule, the record copy may be reformatted to microfilm or electronic form as long as the requirements of Florida Administrative Code, Rule 1B-26.003 or 1B-26.021 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. Public records are those as defined by section 119.011(11), Florida Statutes.
- B. Microfilm Standards are defined in Rule 1B-26.021, 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.

**VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS**

Cassette Tapes (200)	1.0 cu. ft.
Letter-size, drawer or box	1.5 cu. ft.
Legal-size, drawer or box	2.0 cu. ft.
Letter-size, 36" shelf	2.0 cu. ft.
Legal-size, 36" shelf	2.5 cu. ft.
Magnetic Tapes (12)	1.0 cu. ft.
3 x 5 card, ten 12" rows	1.0 cu. ft.
3 x 5 card, five 25" rows	1.0 cu. ft.
4 x 6 card, six 12" rows	1.0 cu. ft.
5 x 8 card, four 12" rows	1.0 cu. ft.

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**ACCESS CONTROL RECORDS**

**Item #189**

This record series consists of records pertaining to employee or contractor 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, pin codes, lock/keypad combinations, parking assignment records, network password and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.

**RETENTION:**

- a) Record copy. 1 anniversary year after superseded or employee separates from employment.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 structure in a manner not in conformance with the building code.

**RETENTION:**

- a) Record copy. Retain for life of structure OR 10 anniversary years after case closed, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 structure in a manner not in conformance with the building code.

**RETENTION:**

- a) Record copy. 10 anniversary years after case closed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ADMINISTRATIVE CONVENIENCE RECORDS**

**Item #2**

This record series consists of **DUPLICATES** of correspondence, reports, publications, memoranda, etc., maintained for the convenience of officials and employees in carrying out their duties. The material filed in this series is **NOT** the official file or record copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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; use Purchasing Records for records relating to purchase of office supplies; etc.

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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 or appointed program managers or agency directors. 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; 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:**

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

**ADVERTISEMENTS: LEGAL**

**Item #25**

This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in s. 50.011, F.S., (Where and in what language legal notices to be published) or in the "Administrative Weekly" regarding matters pertaining to the agency and other legal advertisements which may directly or indirectly affect the agency, e.g., bid invitations for

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construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

**RETENTION:**

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

**AFFIRMATIVE ACTION RECORDS**

**Item #82**

This record series consists of records relating to an agency's affirmative action plan, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

**RETENTION:**

- a) Record copy. 2 anniversary years provided litigation has been resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**ANIMAL CONTROL RECORDS**

**Item #234**

This record series consists of copies 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 which 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. Please refer to s. 381.0031(4), F.S. (Report of diseases of public health significance to department exemption), s. 828.30, F.S. (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, F.A.C. (Limited Service Veterinary Medical Practice Patient Records).

**RETENTION:**

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

**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 correspondence, reports, maps, voluntary petitions, certifying statements, and municipal service plans.

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 s. 125.74(1)(b), F.S., which reads in part, "the administrator may...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 s. 218.32, F.S., nor is it the comprehensive annual financial report (C.A.F.R.) required under s. 218.39, F.S., and section 10.550 of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 s. 218.32, F.S., nor is it the comprehensive annual financial report (C.A.F.R.) required under s. 218.39, F.S., and section 10.550 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: ANNUAL (LOCAL GOVERNMENT)." ***These records may have archival value.***

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**RETENTION:**

- a) Record copy. **Permanent.** *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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. 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, F.S., Building Construction Standards, and s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:**

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

**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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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, F.S., Building Construction Standards, and s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:**

- a) Record copy. 10 anniversary years after issuance of certificate of occupancy.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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. The retention is pursuant to Florida Building Code 104.1.6, Time Limitations: "An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application, provided the extension is requested in writing and justifiable cause is demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

**RETENTION:**

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

**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.

**RETENTION:**

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

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**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:**

- a) Record copy. 1 calendar year after last date of service.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**AUDITS: AUDITOR GENERAL**

**Item #8**

This record series consists of an annual report issued by the Auditor General to establish the position of the agency being audited against its standard of performance. These records are created pursuant to s. 11.45, F.S. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

**RETENTION:**

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

**AUDITS: INDEPENDENT**

**Item #56**

This record series consists of a report, including any appropriate financial statements, issued by an independent auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. These records are created pursuant to s. 11.45, F.S., Definitions; duties; authorities; reports; rules (Auditor General), and/or s. 215.97, F.S., Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

**RETENTION:**

- a) Record copy. 10 fiscal years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**AUDITS: INTERNAL**

**Item #73**

This record series consists of a report issued by an internal auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of internal audits for state agencies are created pursuant to s. 11.45 and/or s. 20.055, F.S. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

**RETENTION:**

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

**AUDITS: STATE/FEDERAL**

**Item #83**

This record series consists of a report issued by a federal or state auditor to establish the position of the agency being audited against its standard of performance. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to s. 11.45(3), F.S. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

**RETENTION:**

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

**AUDITS: SUPPORTING DOCUMENTS**

**Item #57**

This record series consists of the documentation and supporting documents used to develop the audit report with all bills, accounts, records, and transactions. The audit may be instigated by any agency, organization, or internal management. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

**RETENTION:**

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

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**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:**

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

**BACKUP TAPES**

There is no retention schedule for backup tapes or other forms of data backup. A backup tape or drive should be just that: a data/records backup kept solely as a security precaution 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 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 e-mails 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 from the backup to ensure that the backup is not used as a records retention tool.

**BANK STATEMENTS: RECONCILIATION**

**Item #85**

This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.

**RETENTION:**

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

**BARGAINING RECORDS**

**Item #87**

This record series consists of contracts and supporting documentation related to a contract or agreement between a public agency and a labor organization or employee union.

**RETENTION:**

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

**BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS**

**Item #70**

This record series consists of information relative to 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:**

- a) Record copy. 10 anniversary years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS**

**Item #71**

This record series consists of information relative to 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. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

**RETENTION:**

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

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**BID RECORDS: NON-CAPITAL IMPROVEMENT**

**Item #72**

This record series consists of information relative to the processing and letting of successful and unsuccessful 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:**

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

**BOND ADMINISTRATION RECORDS**

**Item #250**

This record series consists of documents relating to the financing of local government projects through bonded indebtedness. The records include, but are not limited to preliminary studies, legal opinions, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and other related correspondence and documentation. See also "BOND REGISTERS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BOND REGISTERS**

**Item #251**

This record series consists of registers used to record the redemption of coupons for municipal bonds. The register is evidence of payment and may include upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying date, number of each bond, interest paid, and maturation dates. The register may also indicate that the coupons have been paid, upon what authority they were destroyed, and the date of destruction. See also "BOND ADMINISTRATION RECORDS," "BOND RESOLUTIONS/ORDINANCES," and "BONDS AND BOND INTEREST COUPONS." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 record includes, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See section 166.111, F.S., Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BONDS AND BOND INTEREST COUPONS**

**Item #226**

This record series consists of retired bonds and bond interest coupons that have been redeemed. Information in these records may include, but is not limited to, identifying date, number of each bond, and quality and value of bond by maturity. Retired bonds and bond interest coupons may only be disposed of provided payments have been recorded in the bond register. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BOND RESOLUTIONS/ORDINANCES."

**RETENTION:**

- a) Record copy. 5 fiscal years after paid, exchanged, or transferred and recorded in bond register provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BONUS RECORDS: PEER REVIEW EVALUATIONS**

**Item #333**

This record series consists of peer review evaluation forms used in annual performance based and/or lump-sum bonus programs. Peer review is the process by which employees in the same work unit evaluate the job performance of their "peers." These records do not become part of an employee's personnel record.

**RETENTION:**

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

**BUDGET RECORDS: APPROVED ANNUAL BUDGET**

**Item #58**

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

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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:**

- a) Record copy. **Permanent.** ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**BUDGET RECORDS: SUPPORTING DOCUMENTS**

**Item #88**

This record series consists of any documentation supporting budget matters, including but not limited to 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: APPROVED ANNUAL BUDGET."

**RETENTION:**

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

**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. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

**RETENTION:**

- a) Record copy (Governor's Office). **Permanent.** ***Contact the State Archives of Florida for archival review 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" (Item #128).

**RETENTION:**

- a) Record copy. 1 anniversary year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CEMETERY RECORDS**

**Item #235**

This record series consists of a record of each burial showing the date of burial and name of person buried, together with lot, plot, and space in which the burial was made. These records related to government lands and operations, not to private cemeteries. ***These records may have archival value.***

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CERTIFICATE OF OCCUPANCY: COMMERCIAL**

**Item #255**

This record series consists of a certificate issued by the "local governing authority's" jurisdiction for 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 s. 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:**

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

**CERTIFICATE OF OCCUPANCY: RESIDENTIAL**

**Item #256**

This record series consists of a certificate issued by the "local governing authority's" jurisdiction for 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 s. 95.11(3)(c), Statute of Limitations regarding

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design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

**RETENTION:**

- a) Record copy. 10 anniversary years after issuance of certificate of occupancy.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 Florida Statutes, sections 1003.22 regarding school-entry health examinations and immunization against communicable diseases; and 1003.23 regarding attendance records and reports.

**RETENTION:**

- a) Record copy. 5 calendar years after termination of enrollment.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CLIENT CASE FILES: HUMAN/SOCIAL SERVICES**

**Item #275**

This record series consists of the client case files for citizens receiving assistance from a county or city 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 which are submitted by the local government agency to the Agency for Health Care Administration as provided by ss. 154.301-154.331, F.S., Health Care Responsibility For Indigents; and Chapter 59H-1, F.A.C., Florida Health Care Indigency Eligibility Certification Standards.

**RETENTION:**

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

**CLIENT CASE FILES: VETERAN SERVICES**

**Item #310**

This record series consists of case files relating to veterans receiving various types of assistance, including but 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 which 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:**

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

**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, including affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, F.S., County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

**RETENTION:**

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

**CODE VIOLATION RECORDS**

**Item #237**

This record series consists of documentation of code enforcement activities in response to code violations prior to a citation being 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

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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, F.S., County Or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES."

**RETENTION:**

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

**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, etc. 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:**

- a) Record copy. 3 fiscal years after term of office or committee/board is abolished.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, etc. 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:**

- a) Record copy. 4 anniversary years after personnel action and any litigation is resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**COMMUNICATIONS AUDIO RECORDINGS**

**Item #335**

This record series consists of audio recordings of radio and telephone communications and complaint calls. The series includes recordings of telephone calls to and from the police, sheriff department, or other dispatch office/agency, including 911 calls. The recordings are made for backup of activity reports, complaint records, and office operations, such as to verify times complaints are telephoned into the department or office/agency. See also "911 RECORDS: LOGS."

**RETENTION:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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. See also "GRIEVANCE FILES."

**RETENTION:**

- a) Record copy. 1 anniversary year after resolved provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 Florida's Growth Management Act: Chapter 163, Part II, F.S., Local Government Comprehensive Planning and Land Development Regulation Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." *These records may have archival value.*

**RETENTION:**

- a) Record copy. **Permanent.**

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

**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 additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials which support the proposed plan. Refer to Florida's Growth Management Act: Chapter 163, Part II, F.S., Local Government Comprehensive Planning and Land Development Regulation Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. 5 anniversary years after adopted. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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

**Item #64**

This record series consists of legal documents, correspondence, reports, etc., relating to 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:**

- a) Record copy. 10 fiscal years after completion or termination of contract/lease/agreement provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT**

**Item #65**

This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment, and termination of non-capital improvement contracts, leases, or agreements to which the agency is a party. In addition, it includes the various contracts, leases, or agreements entered into for the purchase of goods and services such as the purchase of gas, fuel oil, and annual purchases of inventory-maintained items. See also "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY" and "BARGAINING RECORDS."

**RETENTION:**

- a) Record copy. 5 fiscal years after completion or termination of contract/lease/agreement provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION**

**Item #337**

This record series consists of releases or other documentation authorizing the agency to publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE**

**Item #17**

This record series consists of routine correspondence and memoranda of a general nature that are associated with administrative practices 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:**

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

**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

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DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

**RETENTION:**

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

**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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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 which 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, 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:**

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

**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), F.S., requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic tests, training, and exercises." Section 252.38, F.S., 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."

**RETENTION:**

- a) Record copy. 2 calendar years provided reviews have been conducted.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**DISASTER PREPAREDNESS PLANS**

**Item #210**

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Florida Statutes s. 252.365 requires state agencies to develop and maintain "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, F.S., 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" and "DIRECTIVES/POLICIES/PROCEDURES."

*These records may have archival value.*

**RETENTION:**

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

**DISASTER RELIEF RECORDS**

**Item #321**

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds 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

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checks, and daily activity reports. For federal retention requirements, refer to 44CFR13.42, Emergency Management and Assistance, Retention and Access Requirements for Records.

**RETENTION:**

- a) Record copy. 5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, cancelled checks, check stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."

**RETENTION:**

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

**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:**

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**DONATION RECORDS**

**Item #342**

This record series documents donations of funds, property, historical documents, artifacts, or other items to a public agency or institution. 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:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**DRAFTS AND WORKING PAPERS**

**Item #242**

This records 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 the record series "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."**

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.

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b) Duplicates. 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 Drivers 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 s. 112.0455(7) and (8), F.S. (Florida Drug-Free Workplace Act, types of testing and testing procedures), s. 443.1715(3)(b), F.S. (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).

**RETENTION:**

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

**DRUG TEST EQUIPMENT RECORDS**

**Item #261**

This record series consists of records documenting compliance with calibration and other requirements for the use of the evidential breath testing device (EBT). 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 Testing Programs) and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention). See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."

**RETENTION:**

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

**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 Drivers 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: Records Retention) and 49CFR382.403 (Reporting of Results in a Management Information System). See also "DRUG TEST EQUIPMENT RECORDS."

**RETENTION:**

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

**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 which 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, s. 95.11(3)(j), F.S.

**RETENTION:**

- a) Record copy. 5 fiscal years after termination of service agreement/authorization.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**ELECTRONIC MAIL**

There is no single retention period that applies to all of any agency's e-mails. 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. Electronic mail, 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 mail 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, e-mails 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 e-mail. E-mails that are created primarily to communicate information of short-term value, such as e-mails reminding employees about scheduled meetings or appointments, might fall under the "TRANSITORY MESSAGES" series.

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**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:**

- a) Record copy. Retain as long as software-dependent records are retained.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS** **Item #267**

This record series consists of a listing of all applicants who are accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The list may change often as individuals' status or needs change. Refer to s. 252.355, F.S., Emergency Management, Registry of Persons With Special Needs, 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 APPLICATIONS."

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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 s. 252.385, F.S., Emergency Management, Public Shelter Space.

**RETENTION:**

- a) Record copy. 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS**

**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. These applications may include: the citizen's name, address, and telephone number; correspondence; medical disabilities; caretaker's name; and type of accommodations required. Denied applications may be based on space availability and/or eligibility requirements. For accepted applications, individuals may be notified that they have been selected as clients and explained their responsibilities. When client status is accepted, individuals are agreeing that they will be ready to leave their residence at the appropriate time and that they are aware of shelter rules and regulations. See also "EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

**RETENTION:**

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EMPLOYEE ASSISTANCE PROGRAM RECORDS**

**Item #269**

This record series consists of documents related to the 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 s. 112.0455(5)(l), F.S., for definition of Employee Assistance Program, and s. 110.1091(2), F.S., for confidentiality requirement.

**RETENTION:**

- a) Record copy. 2 anniversary years after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**EMPLOYEE CONDUCT COUNSELING RECORDS**

**Item #206**

This record series documents initial coaching or counseling of an employee regarding performance or behavior issues which 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:**

- a) Record copy. 1 anniversary year after final action.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EMPLOYMENT APPLICATION AND SELECTION RECORDS**

**Item #24**

This record series consists of all records which 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, F.S., governing recruitment and selection in state employment; s. 760.11, F.S., Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, F.A.C., Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

**RETENTION:**

- a) Record copy. 4 anniversary years after personnel action and any litigation is resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS**

**Item #343**

This series consists of records relating to nonexpendable property acquired under federal employment assistance programs such as the Job Training Partnership Act (JTPA) and its predecessor, the Comprehensive Employment and Training Act (CETA). Refer to Federal Property Management Regulations, Subpart 114S-60.4, Classification of Property, for definition of nonexpendable property. Retention is pursuant to 20CFR Chapter V (Employment and Training Administration, Department of Labor), s. 627.460(a)(2).

**RETENTION:**

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

**EMPLOYMENT ASSISTANCE PROGRAM RECORDS**

**Item #113**

This record series consists of records documenting agency participation in federal employment assistance programs such as the Job Training Partnership Act (JTPA) and its predecessor, the Comprehensive Employment and Training Act (CETA). Records may include reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation. Refer to 20CFR Chapter V (Employment and Training Administration, Department of Labor), ss. 627.455 and 627.460, for federal records requirements.

**RETENTION:**

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

**ENCUMBRANCE/CERTIFICATION FORWARD RECORDS**

**Item #20**

This record series consists of reports and other documentation detailing funds that have been encumbered, i.e., set aside, 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:**

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

**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:**

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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:**

- a) Record copy. Retain for life of structure/element.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, and supporting documents.

**RETENTION:**

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

**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 requirements. Retention is pursuant to Statute of Limitations, s. 95.11(3), F.S. See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."

**RETENTION:**

- a) Record copy. 4 anniversary years after final action provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**EQUIPMENT REFERENCE FILES**

**Item #223**

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

**RETENTION:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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:**

- a) Record copy. 1 fiscal year after disposition of equipment.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 1 calendar year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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.***

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- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 30 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, RV 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, method of payment, 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. The records might also provide a check number, corresponding receipt number, amount, and deposit information. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

**RETENTION:**

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

**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:**

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

**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 which 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. **These records may have archival value.**

**RETENTION:**

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

**FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS**

**Item #157**

This record series consists of tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1096, 1099, 1099-INT, and UCT-6. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and Period for Keeping Records.

**RETENTION:**

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

**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.

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**RETENTION:**

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

**FINAL ORDERS RECORDS**

**Item #67**

This record series consists of all final agency orders, a current final orders hierarchical subject-matter index, a list of all final orders not required to be indexed, and supporting documents such as notices, pleadings, motions, and immediate rulings; evidence received or considered; a statement of matters officially recognized; questions and proffers of proof and objections and rulings thereon; proposed findings and exceptions; any decision, opinion, proposed or recommended order; or report by the officer presiding at the hearing and all staff memoranda or data submitted to the hearing officer during the hearing or prior to its disposition, after notice of the submission to all parties. "Final order" is defined in s. 120.52, F.S., 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." The permanent retention is pursuant to s. 120.53(3), F.S. See also "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, F.S., proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."**

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FINANCIAL ACCOUNT AUTHORIZATION RECORDS**

**Item #84**

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

**RETENTION:**

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

**FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)**

**Item #346**

This record series consists of personal financial information submitted to a local governing body by individuals appointed to local government office. The statements indicate such information as financial status, source(s) of income, etc. ***These records may have archival value.***

**RETENTION:**

- a) Record copy. 10 fiscal years provided applicable audits have been released. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)**

**Item #107**

This record series consists of a copy of the annual financial report submitted to the Department of Financial Services by each local government entity as required by s. 218.32, F.S., Annual Financial Reports; Local Governmental Entities. Per statute, the report must include, but is not limited to, total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL," "FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)," and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. 10 fiscal years provided applicable audits have been released. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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

**Item #108**

This record series consists of documentation supporting the information reported in the annual financial report submitted to the Department of Financial Services by each local government entity as required by s. 218.32, F.S., Annual Financial Reports; Local Governmental Entities. This documentation may include information utilized in compiling the report or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)."

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**RETENTION:**

- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)**

**Item #317**

This record series consists of the comprehensive annual financial report (C.A.F.R.) required under s. 218.39, F.S., Annual Financial Audit Reports, and section 10.550 of the Rules of the Auditor General of the State of Florida. See also "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. 10 fiscal years provided applicable audits have been released. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**FUEL TAX REPORTS**

**Item #213**

This record series consists of fuel tax reports submitted monthly to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, F.S., Motor and Other Fuel Taxes, and Rule 12B-5, F.A.C., Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.

**RETENTION:**

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

**GRANT FILES: GRANTOR AGENCY**

**Item #109**

This record series documents the administration of a grant program, including the application review process and expenditure of grant funds to an entity by a public agency. These files may include, but are not limited to, all 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. Grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." ***These records may have archival value.***

**RETENTION:**

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

**GRANT FILES: RECIPIENT**

**Item #348**

This record series documents activities relating to grant-funded projects conducted by the grant recipient, including the application process and the receipt and expenditure of grant funds. These files may include, but are not limited to, grant applications; contracts; agreements; grant status, narrative, and financial reports; and supporting documentation. Project completion has not occurred until all reporting requirements are satisfied and final payments have been received. Check with applicable granting agency for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

**RETENTION:**

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

**GRANT FILES: UNFUNDED APPLICATIONS**

**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. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

**RETENTION:**

- a) Record copy. 1 anniversary year after receipt of denial notification.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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), F.S., outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

**RETENTION:**

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

**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, contagion, radiation, and 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:**

- a) Record copy. 30 years after termination, retirement, or separation from employment
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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). Per 45CFR164.104 (a)(2)(iii)(C), "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). See also "PROTECTED HEALTH INFORMATION" items.

**RETENTION:**

- a) Record copy. 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b). Retention is pursuant to 45CFR164.316(b)(2). See also "PROTECTED HEALTH INFORMATION" items.

**RETENTION:**

- a) Record copy. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE**

**Item #273**

This record series consists of completed applications submitted by citizens who later choose not to 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 FILES: STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND HOME INVESTMENT PARTNERSHIPS PROGRAM."

**RETENTION:**

- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**HOUSING FILES: STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND HOME INVESTMENT PARTNERSHIPS PROGRAM**

**Item #274**

This record series consists of records documenting housing finance assistance to low- to moderate-income households, including, but 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. SHIP is governed by s. 420.907-9079, F.S., State Housing Initiatives Partnership; and Rule 67-37, F.A.C., State Housing Initiatives Partnership Program. The HOME Investment Partnership Program is governed by s. 420.5089, F.S., HOME Investment Partnership Program, HOME Investment Partnership Fund; Rule 67-48.014-022, F.A.C., Home Investment Partnerships Program; and 24CFR, Part 92, Home Investment Partnerships Program. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."

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**RETENTION:**

- a) Record copy. 5 fiscal years after funds expended and accounted for and/or satisfaction of loans, whichever is later, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, s. 95.11, F.S. See also "INJURY RECORDS."

**RETENTION:**

- a) Record copy. 4 anniversary years from date of incident.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INFORMATION REQUEST RECORDS**

**Item #23**

This record series consists of correspondence accumulated in answering inquiries from the public. The series may include requests for: publications or services provided by the agency; inspection and/or copies of public records; 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:**

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INJURY 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." 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:**

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

**INSPECTION/MAINTENANCE RECORDS: BRIDGE**

**Item #276**

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

**RETENTION:**

- a) Record copy. Retain for life of structure.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**INSPECTION RECORDS: FIRE/SECURITY/SAFETY**

**Item #193**

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

**RETENTION:**

- a) Record copy. 4 calendar years after inspection provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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) relating to portable fire extinguishers.

**RETENTION:**

- a) Record copy. 1 anniversary year or life of equipment, whichever is sooner.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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:**

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

**INSURANCE RECORDS: AGENCY**

**Item #111**

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, etc., 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.

**RETENTION:**

- a) Record copy. 5 fiscal years after final disposition of claim or expiration of policy provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 which 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, F.S., requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

**RETENTION:**

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

**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 include documentation of transmittal of records to an offsite storage facility.

**RETENTION:**

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

**INVESTIGATIVE RECORDS**

**Item #351**

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated or released by the Office of the Inspector General of any agency. The series includes, 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 ss. 14.32, 20.055, 112.3187-31895, and 119.07(6)(w), F.S. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

**RETENTION:**

- a) Record Copy. 5 anniversary years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 10 fiscal years provided applicable audits have been released. ***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.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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.

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 forecast, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED" and "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)."

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**LEGISLATION RECORDS**

**Item #119**

This record series documents the development 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:**

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

**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 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, sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "LICENSES: OCCUPATIONAL."

**RETENTION:**

- a) Record copy. 3 fiscal years after the file is closed due to non-renewal and/or revocation of license provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 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, sections 125.56(4) regarding county permitting for building construction; 489.109-113 regarding qualifications/procedures for certificate of competency; 553.781 regarding licensee accountability; 553.79 regarding permit applications and issuance; and 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: OCCUPATIONAL."

**RETENTION:**

- a) Record copy. 1 anniversary year after expiration, revocation, or denial of license provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**LICENSES: OCCUPATIONAL**

**Item #221**

This record series consists of applications, indexes, and supporting documentation relating to the licensing of individuals to engage in certain businesses, professions, or occupations within an agency's or local governing authority's jurisdiction. Chapters 457-493, F.S., Regulation of Professions and Occupations, detail licensing and other requirements for a variety of occupations, such as barbering, cosmetology, architecture, funeral directing, etc. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

**RETENTION:**

- a) Record copy. 1 calendar year after expiration, revocation, or denial of license provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**LITIGATION CASE FILES**

**Item #27**

This record series consists of legal documents, notes, reports, background material, etc., created or received in preparing for or engaging in litigation of legal disputes. See also "FINAL ORDERS RECORDS," "OPINIONS: LEGAL," and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

**RETENTION:**

- a) Record copy. 5 years after case closed or appeal process expired provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, detailed 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:**

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

**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 LISTS," and "POSTAGE/SHIPPING RECORDS."

**RETENTION:**

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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. It does NOT include returned registered or certified mailings. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING LISTS," and "POSTAGE/SHIPPING RECORDS."

**RETENTION:**

- a) Record copy. 1 anniversary year after returned undeliverable.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MAILING LISTS**

**Item #29**

This record series consists of mailing lists used in agency mail outs. Mailing lists that fall under s. 283.55, F.S., 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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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:**

- a) Record copy. 1 calendar year after completion of data collection or release of report, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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 the Court under ss. 177.111, 177.131, 177.132, or 337.2735, F.S., or with the State Land Office under s. 253.031, F.S. See also "SUBDIVISION PLANS."

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MEDICAL RECORDS**

**Item #212**

This record series consists of routine health examination records **not** required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be part of the personnel file. See also "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

**RETENTION:**

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

**MEDICAL RECORDS: VETERAN SERVICES**

**Item #311**

This record series consists of, but is not limited to, 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.

**RETENTION:**

- a) Record copy. 7 fiscal years after last discharge or last entry.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MICROGRAPHICS: QUALITY CONTROL RECORDS**

**Item #282**

This record series consists of, but is not limited to, 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), F.A.C.

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 s. 288.703, F.S., and in accordance with s. 287.0943, F.S., 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 s. 287.0943, F.S.; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

**RETENTION:**

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

**MINUTES: OFFICIAL MEETINGS**

**Item #32**

This record series consists of the official record of official meetings, defined in s. 286.011(1), F.S. 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, 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. This series does not include documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, reservations and confirmations, etc., which are covered by Administrative Support Records. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)," and "MINUTES: OTHER MEETINGS." ***These records may have archival value.***

**RETENTION:**

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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 s. 286.011(1), F.S. See also "MINUTES: OFFICIAL MEETINGS" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

**RETENTION:**

- a) Record copy. 2 anniversary years after adoption of the official minutes or certification of transcript.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) Item #123**

This record series consists of supporting documents for minutes and agendas generated by official meetings. These records provide information necessary for completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, roll call sheets and sign-in sheets for speakers. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," and "MINUTES: OTHER MEETINGS."

**RETENTION:**

- a) Record copy. 2 anniversary years after adoption of the official minutes or certification of transcript.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**MINUTES: OTHER MEETINGS Item #33**

This record series consists of minutes and all supporting documentation from meetings which are not official meetings as defined in s. 286.011(1), F.S. ***These records may have archival value.***

**RETENTION:**

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

**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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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 Community Rating System (CRS) program which allows 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. Local governments must recertify annually and undergo in-depth program review/verification every five years. See 44CFR, Emergency Management and Assistance.

**RETENTION:**

- a) Record copy. Retain for duration of participation in program.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 and d. See 44CFR, Emergency Management and Assistance.

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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

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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:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**NEWS RELEASES**

**Item #34**

This record series consists of news releases distributed by the agency and/or received from other offices for informational purposes. See also "PUBLIC INFORMATION FILES" and "PUBLICATION PRODUCTION RECORDS." ***These records may have archival value.***

**RETENTION:**

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

**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.

**RETENTION:**

- a) Record copy. 2 anniversary years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**OPERATIONAL AND STATISTICAL REPORT RECORDS**

**Item #124**

This record series consists of daily, weekly, monthly, semi-annual, and annual narrative and statistical reports of office operations made within and between agency departments. It 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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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:**

- a) Record copy. **Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**ORDINANCES**

**Item #228**

This record series consists of county or municipal ordinances. Section 166.041(1)(a), F.S., 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:**

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- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, etc. See also "ORDINANCES." **These records may have archival value.**

**RETENTION:**

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

**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:**

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

**PARKING DECAL/PERMIT RECORDS**

**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:**

- a) Record copy. 2 fiscal years after expiration or cancellation of parking privileges provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, etc. See also "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

**RETENTION:**

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

**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:**

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

**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. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:**

- a) Record copy. 50 calendar years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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

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duration of employment and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

**RETENTION:**

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

**PAYROLL RECORDS: SUPPORTING DOCUMENTS**

**Item #195**

This record series consists of, but is not limited to, time sheets/cards and certification reports signed by the supervisor approving hours worked by employees, 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:**

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

**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:**

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

**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:**

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

**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 which may be issued for construction or improvements to existing structures. See Chapters 125 and 166, F.S., regarding local government permitting authority; s. 553.79, F.S., Permits; applications; issuance; inspections; s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

**RETENTION:**

- a) Record copy. 10 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 which are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

**RETENTION:**

- a) Record copy. 1 anniversary year after cancellation of permit.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 Chapters 125 and 163, F.S. 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

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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:**

- a) Record copy. 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 Chapters 125 and 166, F.S., and in accordance with sign permitting provisions of Chapter 479, F.S. (see especially s. 479.07(3)(b), F.S.). Included in this series are the applications and supporting documents.

**RETENTION:**

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

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

**Item #360**

This record series consists of applications for and approvals and disapprovals of permits for special events, including but not limited to temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when no permitting fee is required.

**RETENTION:**

- a) Record copy. 1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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

**Item #361**

This record series consists of applications for and approvals and disapprovals of permits for special events, including but not limited to temporary street closures for construction on private property, repairs, parades, street parties, and other events, as well as for temporary signs, when a permitting fee is required.

**RETENTION:**

- a) Record copy. 5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PERMITS: TREE REMOVAL (NO PERMITTING FEE)**

**Item #362**

This record series consists of applications for and approvals or denials of permits for removal of trees when no permitting fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.

**RETENTION:**

- a) Record copy. 1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PERMITS: TREE REMOVAL (PERMITTING FEE)**

**Item #363**

This record series consists of applications for and approvals or denials of permits for removal of trees when a permitted fee is required. The series may include, but is not limited to, applications, site/landscaping plans, maps, correspondence, and other related records.

**RETENTION:**

- a) Record copy. 5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, 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, F.S. and Rule 60L-30, F.A.C. 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," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:**

- a) Record copy. 25 fiscal years after separation or termination of employment.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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, 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. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:**

- a) Record copy. 50 fiscal years after separation or termination of employment.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, 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, F.S. and Rule 60L-30, F.A.C. 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," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:**

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

**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," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

**RETENTION:**

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

**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:**

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

**POSITION DESCRIPTION RECORDS Item #38**

This record series documents the specifically assigned duties and responsibilities for a particular position including, but 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:**

- a) Record copy. 2 anniversary years after superseded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 LISTS."

**RETENTION:**

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

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**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 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:**

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

**PROCLAMATIONS**

**Item #142**

This record series consists of a governing body's 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:**

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

**PROJECT FILES: CAPITAL IMPROVEMENT**

**Item #136**

This record series documents capital improvement projects in progress 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:**

- a) Record copy. 10 fiscal years after completion of project provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 agency and/or the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES: GRANTOR AGENCY," "GRANT FILES: RECIPIENT," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

**RETENTION:**

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

**PROJECT FILES: NON-CAPITAL IMPROVEMENT**

**Item #138**

This record series documents projects in progress and/or project proposals which 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: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

**RETENTION:**

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

**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:**

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

**PROMOTION/TRANSFER RECORDS**

**Item #139**

This record series consists of applications for promotion or transfer within the agency, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

**RETENTION:**

- a) Record copy. 4 calendar years after selection is finalized or confirmed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROPERTY CONTROL RECORDS**

**Item #222**

This record series documents all 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:**

- a) Record copy. Retain until completion of the next physical inventory after the equipment leaves service.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 1 fiscal year provided applicable audits and a physical inventory have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS**

**Item #326**

This record series consists of 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 protected health information. The records are required HIPAA documentation per 45CFR164.524(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

**RETENTION:**

- a) Record copy. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS**

**Item #327**

This record series consists of 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 amendment of protected health information. The records are required HIPAA documentation per 45CFR164.526(f). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

**RETENTION:**

- a) Record copy. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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) 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)(1) and 164.528(a)(3). See also "HIPAA" items.

**RETENTION:**

- a) Record copy. 6 anniversary years from date of disclosure.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS**

**Item #329**

This record series consists of a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any correspondence relating to the policies or their revision. The records are required HIPAA documentation per 45CFR164.528(j). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

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**RETENTION:**

- a) Record copy. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS**

**Item #330**

This record series consists of records of 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 45CFR164.530(d) and 164.530(e). Retention is pursuant to 45CFR164.530(j)(2). See also "HIPAA" items.

**RETENTION:**

- a) Record copy. 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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, etc. 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, 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:**

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

**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. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, and audio and/or video recordings. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency. See also "REGISTRATION RECORDS: EVENTS."

**RETENTION:**

- a) Record copy. 5 fiscal years after completion of contract or program/event, whichever is later, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. Retain until receipt of final, published copy.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**PURCHASING RECORDS**

**Item #42**

This record series consists of copies of purchase orders which are retained by the originating office while another is sent to the Purchasing/Business Office and the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions sent by the originating office to supply, purchasing, graphics, duplicating, or other sections for action; 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:**

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

**RADIO LOGS**

**Item #292**

This record series consists of a log recording 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 in regards to police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

**RETENTION:**

- a) Record copy. 1 fiscal year.

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

**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 date rain check 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:**

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

**REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION**

**Item #364**

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned, including demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

**RETENTION:**

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

**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 agency property deeds, appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

**RETENTION:**

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

**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 appraisals, surveys, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

**RETENTION:**

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

**RECEIPT/REVENUE RECORDS: DETAIL**

**Item #365**

This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."

**RETENTION:**

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

**RECEIPT/REVENUE RECORDS: SUMMARY**

**Item #366**

This 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:**

- a) Record copy. 10 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**RECORDS DISPOSITION DOCUMENTATION**

**Item #45**

This record series documents each disposition of public records by an agency. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(10), F.A.C., which states that "The minimum requirements for each records disposition is the identification and documentation of the following: (a) Schedule number; (b) Item number; (c) Record series title; (d) The inclusive dates; and (e) The volume in cubic feet." 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:**

- a) Record copy. **Permanent.**

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

**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 1B24.003(11), F.A.C., 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:**

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 1B24.003(1)-(8), F.A.C., s. 119.021(2)(a), F.S., and s. 257.36(6), F.S. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 and records retrieval and refile requests/work orders and pull slips and/or "out cards." The records may indicate 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; and any additional information, such as if anything was missing.

**RETENTION:**

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

**REGISTRATION RECORDS: EVENTS**

**Item #296**

This record series consists of registration information for events 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 for which the public can register to participate or attend. The series may include 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, etc. See also "PUBLIC PROGRAM/EVENT RECORDS."

**RETENTION:**

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

**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:**

- a) Record copy. **Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**RESOLUTIONS: SUPPORTING DOCUMENTS**

**Item #143**

This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include 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."

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**RETENTION:**

- a) Record copy. 3 calendar years after date of resolution.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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" (29CFR191.134(c)(1)). 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:**

- a) Record copy. Retain until the next fit test is administered OR 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 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 s. 120.54(8), F.S.

**RETENTION:**

- a) Record copy. Retain as long as rule is in effect.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 1 fiscal year provided applicable audits have been released. ***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.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**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-15CS, DR-15EZCS, or equivalent) submitted to the Department of Revenue per Chapter 212, F.S., Tax On Sales, Use, And Other Transactions.

**RETENTION:**

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

**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:**

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- a) Record copy. 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 1 fiscal year after obsolete or superseded.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 4 calendar years after due date of tax provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost, then *offer to personnel/human resources office before disposition*.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES**

**Item #372**

This record series consists of data relating to the defunct State Meritorious Service Awards Program. Files may contain employee suggestion forms (Form DMS/EPE.AWP01), evaluations, adoption forms, Superior Accomplishment nomination forms, payment records, and copies of summary information submitted to the Department of Management Services for the Annual Workforce Report (Form DMS/EPE.AWP02). These records are no longer being created.

**RETENTION:**

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

**SUBDIVISION PLANS**

**Item #301**

This record series consists of preliminary, 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," and "ENGINEERING RECORDS: INFRASTRUCTURE."

**RETENTION:**

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- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SUBJECT/REFERENCE FILES**

**Item #373**

This record series may contain copies of correspondence, reports, memoranda, studies, articles, etc., regarding topics of interest to or addressed by an agency or program unit. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." *These records may have archival value.*

**RETENTION:**

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

**SUBPOENAS**

**Item #374**

This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.

**RETENTION:**

- a) Record copy. 1 anniversary year after compliance date specified in subpoena.
- b) Duplicates. 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). 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:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**SURVEYS: AERIAL**

**Item #303**

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

**RETENTION:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 s. 196.1995, F.S., Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 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:**

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

**TELEPHONE CALL RECORDS**

**Item #28**

This record series consists of documentation of long distance telephone calls, cellular phone calls, or facsimiles (faxes), maintained in order to reconcile with telephone service bills/invoices. The series does not include telephone messages.

**RETENTION:**

- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**TOURIST DEVELOPMENT TAX RECORDS**

**Item #305**

This record series consists of documents relating to the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration and 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 s. 125.0104, F.S., authorizing counties to levy a tourist development tax, and s. 95.091, F.S., Statute of Limitations on actions to collect taxes.

**RETENTION:**

- a) Record copy. 7 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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:**

- a) Record copy. 4 calendar years.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**TRANSITORY MESSAGES**

**Item #146**

This record series consists of records that are created primarily to communicate information of short-term value. Examples of transitory messages include, but are not limited to, e-mail messages or other communications reminding employees about scheduled meetings or appointments; telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; and recipient copies of announcements of agency-sponsored events such as exhibits, lectures, workshops, etc. 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:**

- a) Record copy. Retain until obsolete, superseded, or administrative value is lost.
- b) Duplicates. 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. Copies of supporting documents such as itineraries, etc. may also be included. See also "DISBURSEMENT RECORDS: DETAIL."

**RETENTION:**

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

**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 Final Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Taxable Value, and DR-487 Certification of Compliance; public hearing agendas and/or minutes; 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 of Tax Impact of the Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, F.S., Determination of Millage.

**RETENTION:**

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

**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 s. 717.117, F.S., for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), F.S., 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.

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**RETENTION:**

- a) Record copy. 5 anniversary years after the property becomes reportable.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

**UNEMPLOYMENT COMPENSATION RECORDS**

**Item #149**

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) to the Department of Revenue as required by Rule 60BB-2.025, F.A.C., 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 benefits due to applicants. The records may also include receipts and statements of charges.

**RETENTION:**

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

**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, s. 95.11(3), F.S. See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

**RETENTION:**

- a) Record copy. 4 anniversary years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

- a) Record copy. 1 anniversary year after disposition of vehicle provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT**

**Item #243**

This record series consists of written responses to requests 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:**

- a) Record copy. 90 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**VISITOR/ENTRY LOGS**

**Item #54**

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

**RETENTION:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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:**

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

**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. The record series includes, 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 ss. 14.32, 20.055, 112.3187-31895, and 119.07(6)(w), F.S. See also "INVESTIGATIVE RECORDS." ***These records may have archival value.***

**RETENTION:**

- a) Record Copy. 5 anniversary years after case closed or conclusion of any litigation that may ensue provided applicable audits have been released. ***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.***
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 includes 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. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

**RETENTION:**

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

**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:**

- a) Record copy. 1 fiscal year after obsolete or superseded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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 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 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 RECORDS."

**RETENTION:**

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

**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:**

- a) Record copy. **Permanent.**
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

**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). See also "COMMUNICATIONS AUDIO RECORDINGS" and "RADIO LOGS."

**RETENTION:**

- a) Record copy. 1 year after received.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

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**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  
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

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**ANNUAL BUDGETS**

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

**ANNUAL FINANCIAL REPORTS**

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

**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

**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 STATEMENTS: RECONCILIATION

**BARGAINING RECORDS: SUPPORTING DOCUMENTS**

use BARGAINING RECORDS

**BEQUESTS**

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

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**BIOGRAPHICAL FILES**

use STAFF ADMINISTRATION RECORDS

**BREATH ALCOHOL RECORDS**

use DRUG TEST CASE FILES  
or PERSONNEL RECORDS

**BRIDGE INSPECTION RECORDS**

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

**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

**BYLAWS**

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

**CERTIFICATE OF COMPETENCY RECORDS**

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

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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  
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 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 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

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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

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 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

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 APPLICATIONS

EMPLOYEE DISCIPLINARY CASE FILES  
use DISCIPLINARY CASE FILES: EMPLOYEES

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- 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
  - or REGISTRATION RECORDS: EVENTS
- 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

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FINAL ORDERS: INDEX  
use FINAL ORDERS RECORDS

FINAL ORDERS: LIST  
use FINAL ORDERS RECORDS

FINAL ORDERS: SUPPORTING DOCUMENTS  
use FINAL ORDERS RECORDS

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)  
use FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)

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

FIRE EXTINGUISHER RECORDS  
use INSPECTION REPORTS: FIRE EXTINGUISHER

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

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

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: GRANTOR AGENCY  
or GRANT FILES: RECIPIENT  
or GRANT FILES: UNFUNDED APPLICATIONS

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

HIPAA RECORDS  
use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS  
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS  
or PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS  
or PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS  
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS  
or PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS  
or PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

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HUMAN/SOCIAL SERVICES: CLIENT CASE FILES  
use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

INCIDENT/INVESTIGATION REPORTS  
use INCIDENT REPORT FILES

INCIDENT REPORTS  
use INCIDENT REPORT FILES

INJURY REPORTS  
use INJURY 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  
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

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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

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

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

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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

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)

OCCUPATIONAL LICENSES  
use LICENSES: OCCUPATIONAL

OFFICIAL MINUTES  
use MINUTES: OFFICIAL MEETINGS

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

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: TEMPORARY SIGN  
use PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE  
use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: SCHEDULES  
use WORK SCHEDULES

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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

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

PROCEDURES  
use DIRECTIVES/POLICIES/PROCEDURES

PROGRAM/SUBJECT/REFERENCE FILES  
use SUBJECT/REFERENCE FILES

PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)  
use PROMOTION/TRANSFER RECORDS

PROPERTY RECORDS: UNCLAIMED  
use UNCLAIMED PROPERTY 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

PUBLICATIONS AND MEDIA ITEM RECORDS  
use PUBLICATION PRODUCTION RECORDS

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

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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

REDACTION REQUEST RECORDS  
use item for record to which the redaction applies

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: RECREATION (SUMMER/DAY CAMP)  
use REGISTRATION RECORDS: EVENTS

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

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- ROAD RECORDS
  - use ENGINEERING RECORDS: INFRASTRUCTURE
- ROUTE SHEETS
  - use INSPECTOR'S ROUTE SHEETS: DAILY
- SAFETY INSPECTION RECORDS
  - use INSPECTION RECORDS: FIRE/SECURITY/SAFETY
- 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
- SERVICE SCHEDULES
  - use FEE/SERVICE SCHEDULES
- SHELTER INSPECTION RECORDS
  - use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS
- SIGN PERMITS
  - 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 STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES
- STATE HOUSING INITIATIVES & HOME INVESTMENTS PARTNERSHIP PROGRAM
  - use HOUSING FILES: STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND HOME INVESTMENT PARTNERSHIPS PROGRAM
- 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
- SUPPLY RECORDS
  - use INVENTORY: AGENCY PROPERTY

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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 PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS  
use ZONING VARIANCE RECORDS

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: DETAIL  
or RECEIPT/REVENUE RECORDS: DETAIL

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 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

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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 LOGS

VOICE MAIL  
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 AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-3 FORMS  
use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-4 FORMS  
use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-9 FORMS  
use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

ZONING VARIANT REQUEST AND DETERMINING RECORDS  
use ZONING VARIANCE RECORDS

911 RECORDINGS  
use COMMUNICATIONS AUDIO RECORDINGS  
or 911 RECORDS: LOGS

941-E FORMS  
use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

1096 REPORTS  
use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

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1099 FORMS

use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

1099 REPORTS

use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

1099-INT FORMS

use FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS

**FLORIDA DEPARTMENT OF STATE  
GENERAL SCHEDULE FOR STATE AND LOCAL GOVERNMENT AGENCIES GS1-SL**

**ALPHABETICAL LISTING**

ACCESS CONTROL RECORDS	Item #189
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 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
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
<i>BACKUP TAPES</i>	
BANK STATEMENTS: RECONCILIATION	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 ADMINISTRATION RECORDS	Item #250
BOND REGISTERS	Item #251
BOND RESOLUTIONS/ORDINANCES	Item #191
BONDS AND BOND INTEREST COUPONS	Item #226
BONUS RECORDS: PEER REVIEW EVALUATIONS	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY 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
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	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

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COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
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
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
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
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
<i>ELECTRONIC MAIL</i>	
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATIONS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
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
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEASIBILITY STUDY RECORDS	Item #106
FEDERAL AND STATE INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS	Item #67
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)	Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)	Item #317
FUEL TAX REPORTS	Item #213

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GRANT FILES: GRANTOR AGENCY	Item #109
GRANT FILES: RECIPIENT	Item #348
GRANT FILES: UNFUNDED APPLICATIONS	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
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FILES: STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND HOME INVESTMENT PARTNERSHIPS PROGRAM	Item #274
INCIDENT REPORT FILES	Item #241
INFORMATION REQUEST RECORDS	Item #23
INJURY RECORDS	Item #188
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY	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	Item #351
INVESTMENT RECORDS	Item #278
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
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
LICENSES: OCCUPATIONAL	Item #221
LITIGATION CASE FILES	Item #27
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING 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 BUSINESS CERTIFICATION CASE FILES	Item #169
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
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

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PARKING DECAL/PERMIT RECORDS	Item #127
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
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)	Item #360
PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)	Item #361
PERMITS: TREE REMOVAL (NO PERMITTING FEE)	Item #362
PERMITS: TREE REMOVAL (PERMITTING FEE)	Item #363
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 RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS	Item #326
PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS	Item #327
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS	Item #329
PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS	Item #330
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
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 RECORDS: EVENTS	Item #296
RESOLUTIONS	Item #297
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
RULE DEVELOPMENT FILES	Item #367

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SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES	Item #372
SUBDIVISION PLANS	Item #301
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
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 RECORDS	Item #305
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 RECORDS	Item #149
VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE RECORDS	Item #154
VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY LOGS	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
ZONING VARIANCE RECORDS	Item #312
911 RECORDS: LOGS	Item #377

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**NUMERICAL LISTING**

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
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 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
TRAVEL RECORDS	Item #52
VISITOR/ENTRY LOGS	Item #54
WORKERS' COMPENSATION RECORDS	Item #55
AUDITS: INDEPENDENT	Item #56
AUDITS: SUPPORTING DOCUMENTS	Item #57
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
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	Item #67
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
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 STATEMENTS: RECONCILIATION	Item #85
BARGAINING RECORDS	Item #87
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
CALENDARS	Item #89

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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: ANNUAL (LOCAL GOVERNMENT)	Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)	Item #108
GRANT FILES: GRANTOR AGENCY	Item #109
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	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 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 RECORDS	Item #149
VEHICLE RECORDS	Item #154
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
FEDERAL AND STATE 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 RECORDS	Item #188
ACCESS CONTROL RECORDS	Item #189
BOND RESOLUTIONS/ORDINANCES	Item #191
INSPECTION RECORDS: FIRE/SECURITY/SAFETY	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
LICENSES: OCCUPATIONAL	Item #221
PROPERTY CONTROL RECORDS	Item #222
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
BONDS AND BOND INTEREST COUPONS	Item #226
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 RECORDS	Item #235
CODE ENFORCEMENT HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS	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
BOND ADMINISTRATION RECORDS	Item #250
BOND REGISTERS	Item #251
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 APPLICATIONS	Item #265
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: LIST 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

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FEE/SERVICE SCHEDULES	Item #271
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FILES: STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND HOME INVESTMENT PARTNERSHIPS PROGRAM	Item #274
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
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
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TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TOURIST DEVELOPMENT TAX RECORDS	Item #305
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CLIENT CASE FILES: VETERAN SERVICES	Item #310
MEDICAL RECORDS: VETERAN SERVICES	Item #311
ZONING VARIANCE RECORDS	Item #312
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PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS	Item #326
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*ELECTRONIC MAIL*

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PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)	Item #361
PERMITS: TREE REMOVAL (NO PERMITTING FEE)	Item #362
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REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
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NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
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RESPIRATOR FIT TESTING RECORDS	Item #298
SECURITY SCREENING RECORDS	Item #369
SURVEILLANCE RECORDINGS	Item #302
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