



Village of Biscayne Park Commission Agenda Report

Village Commission Meeting Date: May 5, 2015

Subject: Records Retention

Prepared By: Commissioner Bob Anderson

Sponsored By: Commission

Background: Staff is working to comply with Florida Public Records Retention laws. My concern is how this will affect property (street file) information that is more than 10 years old. The history of a property - variances, permits, upgrades such as impact windows and doors, fines, liens, etc. are crucial pieces of information especially when properties change hands.

Fiscal/Budget Impact: To be determined depending on how records will be preserved.

Recommendation: Commission discussion regarding how best to preserve these records.



Date: May 1, 2015

To: Heidi Siegel, Village Manager

From: Maria C. Camara, Village Clerk

Re: RECORDS RETENTION

As part of my continual education through the Florida Association of Certified Clerks (FACC) and the International Institute of Municipal Clerks (IIMC), I have attended numerous seminars and taken courses on the subject of public records management which includes:

- Statutory authority
- Records and information management
- Records retention programs

As I have obtained my professional credentials, it has been a goal of mine for the Village to be in compliance for Florida Public Records laws. The retention of public records is addressed in Florida State Statutes Chapter 119. It is consistently explained that municipalities must establish a records retention schedule as well as schedule records for disposal following the General Records Schedules from the Florida Department of State, Division of Library and Information Services. These schedules indicate the time frame (in months or years) of how long each specific record must be maintained by a municipality. Once the retention has been met, the municipality must provide for the disposal of inactive records. The schedules cover the records for:

- State and local government agencies
- Law enforcement agencies
- Elections
- Building Departments

As the retention of records and the General Records Schedules are referenced in Florida State Statutes, there must be **consistency** in the records retention program. If you follow the schedule for one record, you must follow the schedule for all records.

The following are excerpts from the Florida Department of State, Division of Library and Information Services, from ARMA International (the professional association an authority on governing information), from the University of Florida, George A. Smathers Libraries; in regards to the disposition of records:



Risks of poor records management include:

- *Litigation potential – all records created are potential documentation in lawsuits. Keeping records beyond their retention period or destroying documents too soon can be costly.*
- *Unnecessary expense – keeping unused documents takes up valuable storage space.*
- *Information loss – unused records can add to the retrieval time needed to find information and poorly named files can lead to lost records*

Principle of Disposition

- *An organization shall provide secure and appropriate disposition of in accordance with its policies, and, applicable laws, regulations and other binding authorities.*
- *At the completion of the retention period for an organization's records, the records must be designated for disposition.*

What are the other possible problems associated with noncompliance?

- *If you keep records beyond their retention period, you will spend money that could be available for other program needs.*
- *Your agency may not be trusted to provide for the public's right of access to public records.*
- *Without properly scheduling and disposing of records, you will not have a professional audit trail that could be beneficial in litigation.*
 - *Controversial documents are more likely to be located by opposing counsel if they are kept past retention requirements.*
 - *Opposing counsel will take advantage of a lack of organization and management of records*

Currently the Village utilizes a room in the Recreation Center that is approximately 10' x 6' for storage of records. In the new Public Safety & Administration Annex, we will acquire an 8' x 10' room for additional storage. This space will also serve as general storage for the new Village Hall.

The Village is out of compliance with Florida State Statutes Chapter 119 and the General Records Schedule. The Police Department has worked towards compliance through the use of a Miami Dade College intern over the last several months. The Building Department has records dating to the 1950s. The General Records Schedule states that building department records shall be maintained for ten years, plus one audit year. The Village is currently working with a resident volunteer to bring our building department files into compliance.



The Village of Biscayne Park

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Village Staff is proposing the following next steps to safeguard compliance while addressing the concerns of residents:

- Once the building department files are in compliance, the Village will retain the records to be disposed of for six months. *(Please note that the General Records Schedule states that the Village should only retain these records for 30 days.)*
- During these six months, residents will be informed through newsletters, email blasts and other forms of communication that these records will be destroyed and if they wish to obtain a copy they may visit Village Hall.
- The General Records Schedule further states that original records of the Village may not be given away, even if they are scheduled to be disposed of; therefore, only copies of these files will be available to the public for the fees stated in Florida State Statutes Chapter 119.

Adhering to the records retention schedules and scheduling records for disposal on a regular basis must be strictly followed.

VILLAGE OF BISCAYNE PARK RECORDS MANAGEMENT - DISPOSITION LIST

GS1-SL Item #	GS1-SL Record Series Title	Description	Retention
189	Access Control Records	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, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.	1 anniversary year after superseded or employee separates from employment.
331	Adjustment Hearing Case Files: Building Code Board (Residential)	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.	10 anniversary years after case closed.
2	Administrative Convenience Records	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.	Retain until obsolete, superseded, or administrative value is lost.
3	Administrative Support Records	This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.	Retain until obsolete, superseded, or administrative value is lost.
122	Administrator Records: Agency Director/Program Manager	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.	10 anniversary years; <i>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.</i>
25	Advertisements: Legal	This record series consists of advertisements which have appeared in newspapers or other publications as stipulated in Section 50.011, <i>Florida Statutes</i> , (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 construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.	5 fiscal years.
82	Affirmative Action Records	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. If the records document compliance under a federal grant program, use the applicable GRANT FILES item or PROJECT FILES: FEDERAL. See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."	2 anniversary years provided litigation has been resolved.
247	Annexation Records	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.	Permanent.

380	Annual Report to the Board of County Commissioners	This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions, or other remuneration. The report contains an annual listing of all such fees, commissions, or remuneration, and shows in detail the purpose, character, and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, <i>Florida Statutes</i> , County officers; record and report of fees and disposition of same. <i>These records may have archival value.</i>	5 fiscal years.
246	Annual Reports: County Government	This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), <i>Florida Statutes</i> , 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 Section 218.32, <i>Florida Statutes</i> , nor is it the annual financial audit report required under Section 218.39, <i>Florida Statutes</i> , and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." <i>These records may have archival value.</i>	10 fiscal years.
245	Annual Reports: Governing Body	This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is NOT the annual financial report required under Section 218.32, <i>Florida Statutes</i> , nor is it the annual financial audit report required under Section 218.39, <i>Florida Statutes</i> , and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
332	Architectural/Building Plans and Permits: Abandoned/Withdrawn	This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued, or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 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."	6 months after last action.
216	Architectural/Building Plans: Commercial	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, <i>Florida Statutes</i> , Building Construction Standards, and Section 95.11(3)(c), <i>Florida Statutes</i> , 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."	Retain for life of structure <u>OR</u> 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
204	Architectural/Building Plans: Preliminary Drawings	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."	Retain until obsolete, superseded, or administrative value is lost.

252	Architectural/Building Plans: Residential	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, <i>Florida Statutes</i> , Building Construction Standards, and Section 95.11(3)(c), <i>Florida Statutes</i> , 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."	10 anniversary years after issuance of certificate of occupancy.
116	Attendance and Leave Records	This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.	3 fiscal years.
249	Attendance Records: Community Service	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.	1 calendar year after last date of service.
393	Audit Trails: Critical Information Systems	This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.	Retain each audit trail entry as long as the record to which the entry relates.
394	Audit Trails: Routine Administrative Information Systems	This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.	Retain until obsolete, superseded, or administrative value is lost.
8	Audits: Auditor General	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 Section 11.45, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General). See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." These records may have archival value.	10 fiscal years. <i>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.</i>
56	Audits: Independent	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 Section 11.45, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General), and/or Section 215.97, <i>Florida Statutes</i> , Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."	10 fiscal years.

73	Audits: Internal	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 Section 11.45, <i>Florida Statutes</i> , Definitions; duties; authorities; reports; rules (Auditor General) and/or Section 20.055, <i>Florida Statutes</i> , Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."	5 fiscal years.
83	Audits: State/Federal	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 Section 11.45(3), <i>Florida Statutes</i> Definitions; authorities; reports; rules (Auditor General). See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." These records may have archival value.	10 fiscal years. <i>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.</i>
57	Audits: Supporting Documents	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."	3 fiscal years.
50	Automated Accounting System Reports	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."	3 fiscal years.
397	Ballots	This record series consists of ballots and related records for elections conducted to determine issues not governed by Florida election laws . This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. NOTE: For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, <i>Florida Statutes</i> , use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). NOTE: For ballots and other records relating to elections governed by Florida election laws, use General Records Schedule GS3 for Election Records .	30 days after vote count or cancellation of election.
85	Bank Statements: Reconciliation	This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.	5 fiscal years.
87	Bargaining Records	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.	5 fiscal years after expiration or cancellation of contract.
70	Bid Records: Capital Improvement Successful Bids	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."	10 anniversary years after awarded.

71	Bid Records: Capital Improvement Unsuccessful Bids	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. This series also includes records of bid projects cancelled prior to being awarded. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."	5 fiscal years after awarded or bid project cancelled.
72	Bid Records: Non-Capital Improvement	This record series consists of information relative to the processing and letting of successful, unsuccessful, and cancelled 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."	5 fiscal years after awarded.
250	Bond Administration Records	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." <i>These records may have archival value.</i>	Permanent.
251	Bond Registers	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." <i>These records may have archival value.</i>	Permanent.
191	Bond Resolutions/Ordinances	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, <i>Florida Statutes</i> , Municipalities, Authority to borrow. See also "BOND ADMINISTRATION RECORDS," "BOND REGISTERS," and "BONDS AND BOND INTEREST COUPONS." <i>These records may have archival value.</i>	Permanent.
226	Bonds and Bond Interest Coupons	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."	5 fiscal years after paid, exchanged, or transferred and recorded in bond register.
58	Budget Records: Approved Annual Budget	This record series consists of the agency's approved annual budget and its amendments that are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
88	Budget Records: Supporting Documents	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."	3 fiscal years.

11	Cabinet Affairs Files	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.	Record copy (Governor's Office). Permanent.
89	Calendars	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).	1 anniversary year.
255	Certificate of Occupancy: Commercial	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 <i>Florida Statutes</i> , Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."	Retain for life of structure <u>OR</u> 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.
256	Certificate of Occupancy: Residential	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 <i>Florida Statutes</i> , Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."	10 anniversary years after issuance of certificate of occupancy.
207	Charters/Amendments/Bylaws/Constitutions	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.	Permanent.
236	Code Enforcement Hearing Case Files	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, <i>Florida Statutes</i> , County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1.a., <i>Florida Statutes</i> , Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."	5 fiscal years after case is closed.
398	Code Violation Records: Citation Issued	This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, <i>Florida Statutes</i> , County or Municipal Code Enforcement. See also "CODE ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."	5 fiscal years after case is closed.

237	Code Violation Records: No Citation Issued	This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, <i>Florida Statutes</i> , County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE ENFORCEMENT HEARING CASE FILES."	3 anniversary years after case is closed.
334	Committee/Board Appointment Records	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."	3 fiscal years after term of office ends or committee/board is abolished.
379	Committee/Board Appointment Records: Non-Selected Applicants	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."	4 anniversary years after personnel action and any litigation is resolved.
258	Commodity Supplemental Food Program Records	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.	5 fiscal years.
94	Complaints: Citizens/Consumers/Employees	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."	1 anniversary year after resolved.
166	Comprehensive Master Plans: Adopted	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, Florida Statutes, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." These records may have archival value.	Permanent.
174	Comprehensive Master Plans: Adopted (Supporting Documents)	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, Florida Statutes, Community Planning Act. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." These records may have archival value.	5 anniversary years after adopted. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
391	Computer Logs	This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.	30 days or until review of logs is complete, whichever occurs first.

64	Contracts/Leases/Agreements: Capital Improvement/Real Property	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."	10 fiscal years after completion or termination of contract/lease/agreement.
65	Contracts/Leases/Agreements: Non-Capital Improvement	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."	5 fiscal years after completion or termination of contract/lease/agreement.
17	Correspondence and Memoranda: Administrative	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." <i>These records may have archival value.</i>	3 fiscal years. <i>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.</i>
338	Correspondence and Memoranda: Program and Policy Development	This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." <i>These records may have archival value.</i>	5 fiscal years. <i>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.</i>
339	Deferred Compensation Summary Reports	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.	Retain until obsolete, superseded, or administrative value is lost.
186	Directives/Policies/Procedures	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." <i>These records may have archival value.</i>	2 anniversary years after superseded or becoming obsolete. <i>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.</i>
259	Disaster Preparedness Drill Records	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), <i>Florida Statutes</i> , requires state agencies to include in their disaster preparedness plans, "schedules and procedures for periodic tests, training, and exercises." Section 252.38, <i>Florida Statutes</i> , authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."	2 calendar years provided reviews have been conducted.

210	Disaster Preparedness Plans	This record series consists of disaster preparedness and/or recovery plans adopted by an agency. <i>Florida Statutes</i> Section 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, <i>Florida Statutes</i> , 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." <i>These records may have archival value.</i>	5 fiscal years after superseded or becoming obsolete. <i>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.</i>
321	Disaster Relief Records	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 checks, and daily activity reports. For federal retention requirements, refer to 44CFR13.42, Emergency Management and Assistance, Retention and Access Requirements for Records.	5 fiscal years after submission of final expenditure report or receipt of last payment, whichever is later.
340	Disbursement Records: Detail	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 Section 95.11(2), <i>Florida Statutes</i> , Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."	5 fiscal years.
341	Disbursement Records: Summary	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."	10 fiscal years.
98	Disciplinary Case Files: Employees	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."	5 anniversary years after final action.
399	Domestic Partnership Registry Records	This record series documents domestic partnerships established and dissolved by law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.	Permanent

342	Donation Records	This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."	Permanent.
242	Drafts and Working Papers	This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. Drafts of documents that could have a significant effect on an agency's programs, functions, and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under the record series "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER."	Retain until obsolete, superseded, or administrative value is lost.
260	Drug Test Case Files	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 Sections 112.0455(7) and (8), <i>Florida Statutes</i> (Florida Drug-Free Workplace Act, types of testing and testing procedures), Section 443.1715(3)(b), <i>Florida Statutes</i> (confidentiality of drug-test records), and 49CFR382.401 (Handling of Test Results, Records Retention, and Confidentiality: Records Retention).	5 anniversary years after final action.
262	Drug Test Program Administration Records	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."	5 anniversary years.
264	Electronic Funds Transfer Records	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, Section 95.11(3)(j), <i>Florida Statutes</i> .	5 fiscal years after termination of service agreement/authorization.
231	Electronic Records Software and Documentation	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.	Retain as long as software-dependent records are retained.

266	Emergency Operations Records: Five Year Strategic Plan	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."	3 anniversary years after plan expires.
267	Emergency Operations Records: List of Special Needs or Transportation Clients	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 Section 252.355, <i>Florida Statutes</i> , 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."	Retain until obsolete, superseded, or administrative value is lost.
269	Employee Assistance Program Records	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 Section 112.0455(5)(m), <i>Florida Statutes</i> , for definition of Employee Assistance Program, and Section 110.1091(2), <i>Florida Statutes</i> , for confidentiality requirement.	2 anniversary years after final action.
206	Employee Conduct Counseling Records	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."	1 anniversary year after final action.
24	Employment Application and Selection Records	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, <i>Florida Statutes</i> , governing recruitment and selection in state employment; Section 760.11, <i>Florida Statutes</i> , Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, <i>Florida Administrative Code</i> , Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."	4 anniversary years after personnel action provided any litigation is resolved.
400	Employment Applications: Unsolicited	This record series consists of records submitted by individuals seeking employment when the agency is not in the process of hiring. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.	Retain until obsolete, superseded, or administrative value is lost.
343	Employment Assistance Program Nonexpendable Property Records	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), Section 627.460(a)(2).	3 fiscal years after final disposition of property.

113	Employment Assistance Program Records	This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). 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), Sections 627.455 and 627.460, for federal records requirements.	5 fiscal years after final report.
20	Encumbrance/Certification Forward Records	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.	3 fiscal years.
211	Endowments/Bequests/Trust Fund Records	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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
401	Energy Consumption and Cost Reporting Records	This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, <i>Florida Statutes</i> , Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.	1 fiscal year from report date.
344	Engineering Records: Infrastructure	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."	Retain for life of structure/element.
167	Environmental Regulation Compliance Records	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. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities.	5 fiscal years after completion of project, reporting requirement, or other applicable activity.
103	Equal Employment Opportunity Compliance Records	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, Section 95.11(3), <i>Florida Statutes</i> . See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."	4 anniversary years after final action.
223	Equipment Reference Files	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."	Retain until obsolete, superseded, or administrative value is lost.
104	Equipment/Vehicle Maintenance Records	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."	1 fiscal year after disposition of equipment.
224	Equipment/Vehicle Usage Records	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."	1 calendar year.

208	Expenditure Plans: Capital Improvement	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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
227	Exposure Records	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.	30 anniversary years.
270	Facility Reservation/Rental Records	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."	5 fiscal years.
345	False Alarm Records	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.	5 fiscal years.
106	Feasibility Study Records	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.	3 fiscal years after completion of study. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.
157	Federal Income/Employment Tax Forms/Reports	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, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and Period for Keeping Records.	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.
271	Fee/Service Schedules	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.	3 fiscal years after obsolete or superseded.

67	Final Orders Records	This record series consists of all final agency orders and any material incorporated by reference, a current final orders hierarchical subject matter index, and a list of all final orders not required to be indexed. "Final order" is defined in Section 120.52, <i>Florida Statutes</i> , 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 Section 120.53(3), <i>Florida Statutes</i> . For retention of supporting documentation such as notices, pleadings, motions, etc., that are not incorporated by reference into the final order see "FINAL ORDERS: SUPPORTING DOCUMENTS." See also "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." For Chapter 162, <i>Florida Statutes</i>, proceedings, see "CODE ENFORCEMENT HEARING CASE FILES."	Permanent.
396	Final Orders: Supporting Documents	This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS" and "LITIGATION CASE FILES."	5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.
84	Financial Account Authorization Records	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."	5 fiscal years after authorization superseded, expired, or cancelled.
346	Financial Disclosure Statements (Local Government)	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. <i>These records may have archival value.</i>	10 fiscal years. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
347	Financial History Summary Records	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.	Permanent.
107	Financial Reports: Annual (Local Government)	This record series consists of the agency's copies of local government annual financial reports required by statute or rule, including those required by Section 218.32, <i>Florida Statutes</i> , Annual Financial Reports; Local Governmental Entities; Section 218.39, <i>Florida Statutes</i> , and Chapters 10.550, 10.800, and 10.850 of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, <i>Florida Statutes</i> , Filing of financial information; handling by Chief Financial Officer. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS)." <i>These records may have archival value.</i>	10 fiscal years. <i>Agencies should ensure appropriate preservation of records determined to have long-term historical value.</i>
108	Financial Reports: Annual (Local Government) (Supporting Documents)	This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, <i>Florida Statutes</i> , Annual Financial Reports; Local Governmental Entities; Section 218.39, <i>Florida Statutes</i> , and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida, Annual Financial Audit Reports; and Section 216.102, <i>Florida Statutes</i> , Filing of financial information; handling by Chief Financial Officer. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)."	5 fiscal years.
402	Food Service Establishment License Records	This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, <i>Florida Statutes</i> , and Rule 64E-11 <i>Florida Administrative Code</i> , Food Hygiene. The licenses expire after one year and so must be renewed annually for the establishment to continue to operate. Records may include, but are not limited to: license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.	5 fiscal years after expiration/suspension/revocation of license.

213	Fuel Tax Reports	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, <i>Florida Statutes</i> , Motor and Other Fuel Taxes, and Rule 12B-5, <i>Florida Administrative Code</i> , Tax On Motor Fuels, Diesel Fuels, Alternative Fuels, Aviation Fuels, And Pollutants.	3 fiscal years.
381	Geographic Information Systems (GIS) Data Layers and Datasets	This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."	Retain until obsolete, superseded, or administrative value is lost.
382	Geographic Information Systems (GIS) Snapshots: Administrative	This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."	1 anniversary year.
383	Geographic Information Systems (GIS) Snapshots: Historical	This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." These records may have archival value.	Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.
384	Geographic Information Systems (GIS) Source Documents/Data	This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This record series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."	Retain until obsolete, superseded, or administrative value is lost.

109	Grant Files: Grantor Agency	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 (funded and unfunded); 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.	5 fiscal years after completion of grant cycle. 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.
348	Grant Files: Recipient	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."	5 fiscal years after completion of project.
349	Grant Files: Unfunded Applications (Applicant's Copies)	This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. NOTE: For unfunded applications received by grantor agencies, use GRANT FILES: GRANTOR AGENCY. See also "GRANT FILES: RECIPIENT," "PROJECT FILES: FEDERAL," and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."	1 anniversary year after receipt of denial notification.
110	Grievance Files	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), <i>Florida Statutes</i> , outlines the grievance process for state agency career service employees. See also "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.	3 fiscal years after settlement.
350	Health Records: Blood Borne Pathogen/Asbestos/Exposure	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.	30 years after termination, retirement, or separation from employment.
324	HIPAA Health Care Component Designation Records	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 45CFR164.106(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.	6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.
325	HIPAA Security Standards Implementation Records	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.	6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

241	Incident Report Files	This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, <i>Florida Statutes</i> . See also "INJURY RECORDS."	4 anniversary years from date of incident.
23	Information Request Records	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.).	1 fiscal year.
188	Injury Records	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."	5 calendar years.
193	Inspection Records: Fire/Security/Safety/Health	This record series consists of inspection reports, logs, and summaries relating to employees, equipment, materials, and facilities safety, health, and security. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, <i>Florida Statutes</i> . See also "DISASTER PREPAREDNESS DRILL RECORDS."	4 calendar years after inspection.
219	Inspection Reports: Fire Extinguisher	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.	1 anniversary year or life of equipment, whichever is sooner.
277	Inspector's Route Sheets: Daily	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."	3 fiscal years
111	Insurance Records: Agency	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.	5 fiscal years after final disposition of claim or expiration of policy.
40	Inventory: Agency Property	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, <i>Florida Statutes</i> , requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."	3 fiscal years.

319	Inventory: Agency Records	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.	Retain until obsolete, superseded, or administrative value is lost.
351	Investigative Records: Inspector General	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 Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), <i>Florida Statutes</i> . See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."	5 anniversary years after final action.
278	Investment Records	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.	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.
352	Land Development and Planning Project Files	This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."	Permanent.
403	Land Development and Planning Project Files: Denied/Abandoned Projects	This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."	20 anniversary years after project denied or abandoned.
404	Land Development and Planning Project Files: Preliminary Drawings/Drafts	This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are not brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS."	10 anniversary years.
353	Land Development and Planning Studies and Reports	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)." See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS."	Permanent.

119	Legislation Records	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
253	License: Certificate of Competency Records	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 <i>Florida Statutes</i> , 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 "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."	3 fiscal years after the file is closed due to non-renewal and/or revocation of license.
254	License: Certificate of Competency Records (Temporary)	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 <i>Florida Statutes</i> , 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 "BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES."	1 anniversary year after expiration, revocation, or denial of license.
405	Lien Documentation Files	This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.	5 fiscal years after satisfaction of lien.
27	Litigation Case Files	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)."	5 anniversary years after case closed or appeal process expired.
387	Lobbyist Registration Records	This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity, expense reports, and correspondence.	5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.
390	Local Government Mileage Reports	This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, <i>Florida Statutes</i> , to provide mileage data as part of their annual financial reporting. The report provides the number of miles of paved and unpaved roads within the corporate limits of the town.	5 fiscal years.
354	Lost and Found Records	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.	3 fiscal years.
47	Mail: Registered and Certified	This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."	1 fiscal year.

1	Mail: Undeliverable/Returned	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. NOTE: In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."	Retain until obsolete, superseded, or administrative value is lost.
29	Mailing/Contact Lists	This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, <i>Florida Statutes</i> , 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."	Retain until obsolete, superseded, or administrative value is lost.
30	Management Surveys/Studies: Internal	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).	1 calendar year after completion of data collection or release of report, whichever is later.
280	Maps: Originals	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 Sections 177.111, 177.131, 177.132, or 337.2735, <i>Florida Statutes</i> , or with the State Land Office under Section 253.031, <i>Florida Statutes</i> . See also "SUBDIVISION PLANS."	Permanent.
212	Medical Records	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.	5 calendar years.
406	Minority Appointment Reporting Records	This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, <i>Florida Statutes</i> , Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.	4 anniversary years.
169	Minority Business Certification Case Files	This record series consists of case files documenting women and minority owned companies that have applied to the agency for certification as a certified minority business enterprise as defined in Section 288.703, <i>Florida Statutes</i> , and in accordance with Section 287.0943, <i>Florida Statutes</i> , Certification of Minority Business Enterprises. The series may include, but is not limited to, application for certification; documentation verifying minority ownership and control of the business; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, <i>Florida Statutes</i> ; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."	3 fiscal years.

32	Minutes: Official Meetings	This record series consists of the official record of official meetings, defined in Section 286.011(1), <i>Florida Statutes</i> , 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." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
4	Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)	This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), <i>Florida Statutes</i> . See also "MINUTES: OFFICIAL MEETINGS" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."	2 anniversary years after adoption of the official minutes or certification of transcript.
123	Minutes: Official Meetings (Supporting Documents)	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."	2 anniversary years after adoption of the official minutes or certification of transcript.
33	Minutes: Other Meetings	This record series consists of minutes and all supporting documentation from meetings which are not official meetings as defined in Section 286.011(1), <i>Florida Statutes</i> . <i>These records may have archival value.</i>	1 anniversary year after date of meeting. <i>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.</i>
323	Municipal Court Docket Records	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.	Retain until obsolete, superseded, or administrative value is lost.
355	National Flood Insurance Program Records: Community Rating System	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.	Retain for duration of participation in program.
356	National Flood Insurance Program Records: Flood Mitigation Assistance Program Records	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.	Permanent.
357	National Flood Insurance Program Records: Floodplain Construction Authorization Records	This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.	Permanent.

34	News Releases	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.	90 days. <i>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.</i>
283	Noise Exposure Measurement Records	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.	2 anniversary years.
124	Operational and Statistical Report Records	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.	Retain until obsolete, superseded, or administrative value is lost.
26	Opinions: Legal	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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
125	Opinions: Legal (Supporting Documents)	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.	3 fiscal years. <i>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.</i>
228	Ordinances	This record series consists of county or municipal ordinances. Section 166.041(1)(a), <i>Florida Statutes</i> , 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.	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
229	Ordinances: Supporting Documents	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.	5 anniversary years after adoption of ordinance. <i>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.</i>
126	Organization Charts	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
395	Payment Card Sensitive Authentication Data	This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 1.2, October 2008 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.	Destroy immediately upon completion of transaction.

385	Payroll Records: Court-Ordered Garnishment	This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, <i>Florida Statutes</i> , Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.	5 fiscal years after file becomes inactive.
129	Payroll Records: Deduction Authorizations	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 "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."	5 fiscal years after final action.
183	Payroll Records: Ledgers/Trial Balance Reports	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.	5 fiscal years.
214	Payroll Records: Not Posted	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.	50 calendar years.
35	Payroll Records: Posted	This record series consists of any payroll records, in any format, posted to the employee's applicable retirement plan (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.	5 fiscal years.
195	Payroll Records: Supporting Documentation	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.	5 fiscal years.
358	Pension Records: Plan/Fund	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.	5 fiscal years.
359	Pension Records: Retirees	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.	5 fiscal years after final payment.
408	Performance/Maintenance/Surety Bond Records	This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects. The bonds can be "cashed in" if the work is not complete or satisfactory. Once the work is completed satisfactorily, the bond is returned to the contractor or developer. The series may include, but is not limited to, bond release letters which let the contractor or developer know the bond is released, and return letters which accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.	5 fiscal years after release, return or expiration of bond.

286	Permits: Building	This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See Chapters 125 and 166, <i>Florida Statutes</i> , regarding local government permitting authority; Section 553.79, <i>Florida Statutes</i> , Permits; applications; issuance; inspections; Section 95.11(3)(c), <i>Florida Statutes</i> , Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."	10 anniversary years.
288	Permits: Signs (Local Government)	This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by Chapters 125 and 166, <i>Florida Statutes</i> , and in accordance with sign permitting provisions of Chapter 479, <i>Florida Statutes</i> (see especially Section 479.07(3)(b), <i>Florida Statutes</i>). Included in this series are the applications and supporting documents.	3 fiscal years.
360	Permits: Special Event/Temporary Street Closure (No Permitting Fee)	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.	1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
361	Permits: Special Event/Temporary Street Closure (Permitting Fee)	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.	5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
362	Permits: Tree Removal (No Permitting Fee)	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.	1 anniversary year after denial or expiration of permit or withdrawal/abandonment of application.
363	Permits: Tree Removal (Permitting Fee)	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.	5 fiscal years after denial or expiration of permit or withdrawal/abandonment of application.
19	Personnel Records: Florida Retirement System	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, <i>Florida Statutes</i> , and Rule 60L-30, <i>Florida Administrative Code</i> , 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.	25 fiscal years after separation or termination of employment.
162	Personnel Records: Non-Florida Retirement System (Local Government)	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.	50 fiscal years after separation or termination of employment.

66	Personnel Records: OPS/Volunteer/Intern/Temporary Employment	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, <i>Florida Statutes</i> , and Rule 60L-30, <i>Florida Administrative Code</i> , 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.	3 fiscal years after separation or termination of employment.
378	Personnel Records: Supplemental Documentation	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.	5 fiscal years.
202	Petty Cash Documentation Records	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."	5 fiscal years.
38	Position Description Records	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."	2 anniversary years after superseded.
133	Postage/Shipping Records	This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."	3 fiscal years.
320	Probation Records	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.).	5 calendar years after case closed.
142	Proclamations	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.	2 calendar years after date of issuance. <i>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.</i>

136	Project Files: Capital Improvement	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."	10 fiscal years after completion of project.
137	Project Files: Federal	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."	5 fiscal years after completion of project.
138	Project Files: Non-Capital Improvement	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."	5 fiscal years after completion of project.
291	Project Files: Operational	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.	3 fiscal years.
139	Promotion/Transfer Records	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.	4 calendar years after selection is finalized or confirmed.
222	Property Control Records	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."	Retain until completion of the next physical inventory after the equipment leaves service.
41	Property Transfer Records	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."	1 fiscal year provided a physical inventory has been released.
326	Protected Health Information Access Provider Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
327	Protected Health Information Amendment Request Provider Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.

328	Protected Health Information Disclosure Records	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.	6 anniversary years from date of disclosure.
329	Protected Health Information Privacy Practices Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
330	Protected Health Information Privacy Practices Violation Records	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.	6 anniversary years from date of creation or from the date when it was last in effect, whichever is later.
389	Public Depositor Annual Report Records	This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DI4-1009 or equivalent DOR form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), <i>Florida Statutes</i> , Requirements for public depositors; notice to public depositors and governmental units; loss of protection. Pursuant to Rule 69C-2.032, <i>Florida Administrative Code</i> , Execution of Forms, Proof of Authorization, this series may also include documentation of authorization to execute this report. Documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.	5 fiscal years.
128	Public Information Files	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." <i>These records may have archival value.</i>	90 days. <i>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.</i>
238	Public Program/Event Records	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."	5 fiscal years after completion of contract or program/event, whichever is later.
198	Publication Production Records	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."	Retain until receipt of final, published copy.
392	Public Records Exempt Status Notification and Redaction Requests	This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under Sections 119.071 (general exemptions), 493.6122 (private investigative, private security, and repossession services), and 741.465 (domestic violence victims), <i>Florida Statutes</i> , and other applicable sections; and redaction requests to Clerks of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.	Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is sooner.

42	Purchasing Records	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."	5 fiscal years.
292	Radio Logs	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."	1 fiscal year.
364	Real Property Records: Condemnation/Demolition	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.	5 anniversary years after final action.
172	Real Property Records: Property Acquired	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."	3 fiscal years after agency's final disposition of property.
164	Real Property Records: Property Not Acquired	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."	3 fiscal years.
365	Receipt/Revenue Records: Detail	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 Section 95.11(2), <i>Florida Statutes</i> , Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."	5 fiscal years.
366	Receipt/Revenue Records: Summary	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."	10 fiscal years.
45	Records Disposition Documentation	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(9)(d), <i>Florida Administrative Code</i> , which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."	Permanent.

322	Records Management Compliance Statements	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 <i>Florida Administrative Code</i> rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), <i>Florida Administrative Code</i> , 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."	1 fiscal year.
68	Records Retention Schedules: Agency Specific	This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), <i>Florida Administrative Code</i> , Section 119.021(2)(a), <i>Florida Statutes</i> , and Section 257.36(6), <i>Florida Statutes</i> . See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."	Permanent.
295	Records Retrieval/Reference Records	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.	Retain until obsolete, superseded, or administrative value is lost.
296	Registration Records: Events	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."	5 fiscal years.
297	Resolutions	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." <i>These records may have archival value.</i>	Permanent. <i>State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.</i>
143	Resolutions: Supporting Documents	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."	3 calendar years after date of resolution.
298	Respirator Fit Testing Records	This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators, "in any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1)). 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.	Retain until the next fit test is administered <u>OR</u> 4 anniversary years after separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

388	Revenue Sharing Applications	This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), <i>Florida Administrative Code</i> , State Revenue Sharing, Administration. Refer to Chapter 218, Part II, <i>Florida Statutes</i> , Revenue Sharing Act of 1972.	5 fiscal years.
409	Right-of-Way Permit Records: Permanent Use	This record series consists of permits issued for permanent construction in or use of the right of way. Permits may be issued for performance of construction or installation of underground electric, gas, cable television, telephone lines and other long term or permanent usage of the right of way. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; a copy of the permit; inspection report; start work notice; and other related documentation.	Permanent.
410	Right-of-Way Permit Records: Temporary Use	This record series consists of permits issued for temporary usage of the right of way. Temporary right of way usage may include, but is not limited to, the placement of heavy equipment for construction or building maintenance and temporary commercial dumpsters. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; a copy of the permit; inspection report; start work notice; and other related documentation.	5 fiscal years.
367	Rule Development Files	This record series documents the development and approval process for <i>Florida Administrative Code</i> 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 <i>Florida Administrative Code</i> . Retention is pursuant to Section 120.54(8), <i>Florida Statutes</i> .	Retain as long as rule is in effect.
49	Salary Comparison Reports	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.	1 fiscal year. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.
240	Salary Schedules	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.	10 fiscal years. <i>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.</i>
368	Sales/Use/Local Option Tax Records	This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, <i>Florida Statutes</i> , Tax On Sales, Use, And Other Transactions.	5 fiscal years.
369	Security Screening Records	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 <i>Florida Statutes</i> .	2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.
300	Signature Authorization Records	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."	1 fiscal year after obsolete or superseded.
411	Social Media Account Authorization Records	This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.	1 anniversary year after superseded or employee separates from employment.

144	Social Security Controlled Summary Records	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.	4 calendar years after due date of tax.
370	Spam/Junk Electronic Mail Journaling Records	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.	Retain until obsolete, superseded, or administrative value is lost.
371	Staff Administration Records	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.	Retain until obsolete, superseded, or administrative value is lost, then offer to personnel/human resources office before disposition.
372	State Meritorious Service Awards Program Files	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.	3 calendar years.
301	Subdivision Plans	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."	Permanent.
373	Subject/Reference Files	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
374	Subpoenas	This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony.	1 anniversary year after compliance date specified in subpoena.
302	Surveillance Recordings	This record series consists of surveillance recordings created to monitor activities occurring inside and/or outside of public buildings and/or on public property (including in public vehicles such as school buses and municipal buses, and in public roadways such as intersections monitored by red light cameras). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation.	30 days.
303	Surveys: Aerial	This record series consists of aerial survey records which include, but are not limited to, negatives, prints, and supporting documentation.	Permanent.

304	Tax Exemption Application Files: Ad Valorem (Economic Development)	This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, <i>Florida Statutes</i> , Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.	5 fiscal years.
28	Telephone Call Records	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.	1 fiscal year.
306	Traffic Accident Reports	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.	4 calendar years.
147	Training Material Records	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.	Retain until obsolete, superseded, or administrative value is lost. <i>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.</i>
146	Transitory Messages	This record series consists of records that are created primarily to communicate information of short-term value. “Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; 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.	Retain until obsolete, superseded, or administrative value is lost.
52	Travel Records	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.”	5 fiscal years.
375	Truth-in-Millage (TRIM) Compliance Files	This series documents each local taxing authority’s compliance with Florida’s Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance; 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 – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, <i>Florida Statutes</i> , Determination of Millage.	5 fiscal years.
309	Unclaimed Property Records	This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, <i>Florida Statutes</i> , for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), <i>Florida Statutes</i> , 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.	5 anniversary years after the property becomes reportable.

149	Unemployment Compensation/Reemployment Assistance Tax Records	This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, <i>Florida Administrative Code</i> , Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), <i>Florida Statutes</i> , which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."	5 fiscal years.
78	Vehicle Accident Records	This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), <i>Florida Statutes</i> . See also "INJURY RECORDS," "WORKERS' COMPENSATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."	4 anniversary years.
414	Vehicle Locator Records	This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.	30 days.
154	Vehicle Records	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."	1 anniversary year after disposition of vehicle.
97	Vendor Files	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.	3 fiscal years.
243	Verification Records: Attendance/Employment/ Enrollment	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.	90 days.
54	Visitor/Entry Logs	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."	30 days.
156	Vouchers: Federal Project Paid	This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."	5 fiscal years after completion or termination of project.
376	Whistle Blower Investigative Records	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 Sections 14.32, 20.055, 112.3187-31895, and 119.07(6), <i>Florida Statutes</i> . See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." These records may have archival value.	5 anniversary years after case closed or conclusion of any litigation that may ensue. State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.

141	Work Orders	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."	3 fiscal years.
289	Work Schedules	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.	1 fiscal year after obsolete or superseded.
55	Workers' Compensation Records	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 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY RECORDS."	5 calendar years.
312	Zoning Variance Records	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.	Permanent.