

# DISPOSAL AUTHORIZATION

NO. 262PAGE 1 OF 40 PAGES

1. AGENCY  
SCHOOL BOARD OF PINELLAS  
COUNTY

2. DIVISION  
RECORDS MANAGEMENT

3. BUREAU

4. ADDRESS (Street, City, and Zip Code)  
2929 County Road 193  
Clearwater, FL 33759

5. CONTACT (Name and Telephone Number)

Holly Manning, Records Management Supervisor (727) 793-2701

6. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent, to the best of my knowledge.

7. NOTICE OF INTENTION

The scheduled records listed in Item 8 are to be disposed of in the manner checked below (specify only one):

a. Destruction     b. Microfilming and Destruction

c. Other \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
BETH NEWSOME      RECORDS RETENTION COORDINATOR  
Name and Title

## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS7	1A	Absentee excuses and admission slips	Day one Thru 06-30-15		
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	110A	Abuse/neglect/abandonment records (after closed)	Day one Thru 06-30-13		
	110B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	189A	Access control records	Day one Thru 06-30-13		
	189B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	112A	Access log: personnel records (retain as long as personnel file)	Day one Thru 06-30-14		

9. DISPOSAL AUTHORIZATION Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

10. DISPOSAL CERTIFICATE The above listed records have been disposed of in the manner and on the date shown in column f.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

Witness \_\_\_\_\_

Name of School/Department \_\_\_\_\_

NOTE: Upon disposition retain this form for your records.

Records Custodian or Designee \_\_\_\_\_ Date \_\_\_\_\_

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	112B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	111A	Access log: student education records			
	111B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	2A	Accident records: students	Day one Thru 06-30-10		
	2B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	5A	Accreditation records	Day one Thru 06-30-09		
	5B	Duplicates (OSA)	Day one Thru 06-30-15		
GS15	1A	Acquisition records: library	Day one Thru 06-30-11		
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	2A	Administrative convenience records	Day one Thru 06-30-15		
	2B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	3A	Administrative support records	Day one Thru 06-30-15		
	3B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	122A	Administrator records: agency director/program manager	Day one Thru 06-30-04		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	122B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	25A	Advertisements: legal	Day one Thru 06-30-09		
	25B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	82A	Affirmative action records	Day one Thru 06-30-12		
	82B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	245A	Annual Reports: governing body			
	245B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	143A	Apprenticeship agreement records (after completion of or cancelation from program)	Day one Thru 06-30-09		
	143B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	216A	Architectural/building plans: commercial (for life of building, but at least 10 years)	Day one Thru 06-30-04		
	216B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	204A	Architectural/building plans: preliminary drawings	Day one Thru 06-30-15		
	204B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	115A	Arrest information: student (destroy no later than 9 months from arrest date)	Day one Thru 06-30-15		
	115B	Duplicates (OSA)	Day one Thru 06-30-15		

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### 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS7	116A	Athletic eligibility records	Day one Thru 06-30-13		
	116B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	116A	Attendance and leave records	Day one Thru 06-30-11		
	116B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	249A	Attendance records: community service	Day one Thru 06-30-12		
	249B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	9A	Attendance records: student	Day one Thru 06-30-11		
	9B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	393A	Audit trails: critical information systems (retain as long as the record the entry relates to)	Day one thru 06-30-14		
	393B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	394A	Audit trails: routine administrative information systems	Day one Thru 06-30-15		
	394B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	8A	Audits: auditor general	Day one Thru 06-30-04		
	8B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	56A	Audits: independent	Day one Thru 06-30-04		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	56B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	73A	Audits: internal	Day one Thru 06-30-09		
	73B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	83A	Audits: state/federal	Day one Thru 06-30-04		
	83B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	57A	Audits: supporting documents	Day one Thru 06-30-11		
	57B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	50A	Automated accounting system reports	Day one Thru 06-30-11		
	50B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	134A	Award and recognition selection records	Day one thru 06-30-14		
	134B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	117A	Ballots: student elections/polls	Day one Thru 06-30-14		
	117B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	85A	Bank statements: reconciliation	Day one Thru 06-30-11		
	85B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	87A	Bargaining records	Day one Thru 06-30-09		
	87B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	70A	Bid records: capital improvement successful bids	Day one Thru 06-30-04		
	70B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	71A	Bid records: capital improvement unsuccessful bids	Day one Thru 06-30-09		
	71B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	72A	Bid records: non-capital improvement	Day one Thru 06-30-09		
	72B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	144A	Biometric identification records (until student no longer registered in school)	Day one Thru 06-30-15		
	144B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	250A	Bond administration records			
	250B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	251A	Bond registers			
	251B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	191A	Bond resolutions/ordinances			

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
	191B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	226A	Bonds and bond interest coupons	Day one Thru 06-30-09		
	226B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	333A	Bonus records: peer review evaluations	Day one Thru 06-30-09		
	333B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	58A	Budget records: approved annual budget			
	58B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	88A	Budget records: supporting documents	Day one Thru 06-30-11		
	88B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	118A	Bus driver license check records	Day one Thru 06-30-13		
	118B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	145A	Bus registration and seating records	Day one Thru 06-30-14		
	145B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	17A	Bus schedules/reports	Day one Thru 06-30-11		
	17B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	89A	Calendars	Day one Thru 06-30-13		
	89B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	106A	Career and technical education information system: final class reports	Day one Thru 06-30-11		
	106B	Duplicates (OSA)	Day one Thru 06-30-15		
GS15	3A	Catalog records: library (for life of material)	Day one Thru 06-30-15		
	3B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	21A	Certificates: age	Day one Thru 06-30-15		
	21B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	119A	Charter school records (4 years after termination)	Day one Thru 06-30-10		
	119B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	207A	Charters/amendments/constitutions			
	207B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	257A	Child care records (after termination of enrollment)	Day one Thru 06-30-08		
	257B	Duplicates (OSA)	Day one Thru 06-30-15		
GS15	4A	Circulation records: library (until transaction completed)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	4B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	120A	Clinic log	Day one Thru 06-30-07		
	120B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	334A	Committee/board appointment records (after completion of term of office)	Day one Thru 06-30-11		
	334B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	379A	Committee/board appointment records: non-selected applicants	Day one Thru 06-30-10		
	379B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	335A	Communications audio recordings (retain 30 days)	Day one Thru 06-30-15		
	335B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 36	2A	Complaint sheet tickets	Day one Thru 06-30-11		
	2B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	94A	Complaints: citizens/consumers/employees	Day one Thru 06-30-13		
	94B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	391A	Computer logs (retain 30 days)	Day one Thru 06-30-15		
	391B	Duplicates (OSA)	Day one Thru 06-30-15		

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**10. AGENCY  
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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	64A	Contracts/leases/agreements: capital improvement/real property	Day one Thru 06-30-04		
	64B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	65A	Contracts/leases/agreements: non-capital improvement	Day one Thru 06-30-09		
	65B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	337A	Copyright release/authorization documentation			
	337B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	17A	Correspondence and memoranda: administrative	Day one Thru 06-30-11		
	17B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	338A	Correspondence and memoranda: program and policy development	Day one Thru 06-30-09		
	338B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	23A	Course outlines	Day one Thru 06-30-15		
	23B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	24A	Curriculum files	Day one Thru 06-30-11		
	24B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	339A	Deferred compensation summary reports	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	339B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	121A	Diplomas/certificates/awards: student	Day one Thru 06-30-14		
	121B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	186A	Directives/policies/procedures	Day one Thru 06-30-12		
	186B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	259A	Disaster preparedness drill records	Day one Thru 06-30-11		
	259B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	210A	Disaster preparedness plans	Day one Thru 06-30-09		
	210B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	321A	Disaster relief records	Day one Thru 06-30-09		
	321B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	340A	Disbursement records: detail	Day one Thru 06-30-09		
	340B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	341A	Disbursement records: summary	Day one Thru 06-30-04		
	341B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	98A	Disciplinary case files: employees	Day one Thru 06-30-1989		
	98B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	26A	Discipline records: student (major offense)	Day one Thru 06-30-11		
	26B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	27A	Discipline records: student (minor offense)	Day one Thru 06-30-14		
	27B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	342A	Donation Records			
	342B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	242A	Drafts and working papers	Day one Thru 06-30-15		
	242B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	146A	Drop/add request records	Day one Thru 06-30-14		
	146B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	260A	Drug test case files	Day one Thru 06-30-09		
	260B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	262A	Drug test program administration records	Day one Thru 6-30-09		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	262B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	147A	E-rate program records	Day one Thru 06-30-09		
	147B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	264A	Electronic funds transfer records	Day one Thru 06-30-09		
	264B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	231A	Electronic records software and documentation (as long as software dependent records retained)	Day one Thru 06-30-15		
	231B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	122A	Emergency notification records	Day one Thru 06-30-14		
	122B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	269A	Employee assistance program records	Day one Thru 06-30-12		
	269B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	206A	Employee conduct counseling records	Day one Thru 06-30-13		
	206B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	24A	Employment application and selection records	Day one Thru 06-30-10		
	24B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	343A	Employment assistance program nonexpendable property records	Day one Thru 06-30-11		
	343B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	113A	Employment assistance program records	Day one Thru 06-30-09		
	113B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	20A	Encumbrance/certification forward records	Day one Thru 06-30-11		
	20B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	211A	Endowments/bequests/trust fund records			
	211B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	167A	Environmental regulation compliance records	Day one Thru 06-30-09		
	167B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	103A	Equal employment opportunity compliance records	Day one Thru 06-30-10		
	103B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	148A	English for speakers of other languages (ESOL) records	Day one Thru 06-30-09		
	148B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	223A	Equipment reference files	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	223B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	104A	Equipment/vehicle maintenance records (retain 23 years per Attorney's Office)	Day one Thru 06-30-1991		
	104B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	224A	Equipment/vehicle usage records	Day one Thru 06-30-12		
	224B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	28A	Examination materials: standardized	Day one Thru 03-30-14		
	28B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	149A	Examination Materials/records: criminal justice training centers/schools	Day one Thru 06-30-12		
	149B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	123A	Examination materials/records: standardized psychoeducational	Day one Thru 06-30-11		
	123B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	29A	Examination reports: standardized	Day one Thru 06-30-09		
	29B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	124A	Examination results: standardized (after results posted to student record)	Day one Thru 06-30-13		
	124B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS7	125A	Exceptional student education (ESE) records	Day one Thru 06-30-09		
	125B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	208A	Expenditure plans: capital improvement			
	208B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	227A	Exposure records	Day one Thru 06-30-1984		
	227B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	31A	Expulsion records: student			
	31B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	270A	Facility reservation/rental records	Day one Thru 06-30-09		
	270B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	345A	False alarm records	Day one Thru 06-30-09		
	345B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	106A	Feasibility study records	Day one Thru 06-30-11		
	106B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	157A	Federal income/employment tax forms/reports	Day one Thru 06-30-09		
	157B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	271A	Fee/service schedules	Day one Thru 06-30-11		
	271B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	37A	Field trip/student activity authorizations	Day one Thru 06-30-14		
	37B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	67A	Final orders records			
	67B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	396A	Final orders: supporting documents	Day one Thru 06-30-09		
	396B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	84A	Financial account authorization records	Day one Thru 06-30-09		
	84B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	150A	Financial aid records	Day one Thru 06-30-09		
	150B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	346A	Financial disclosure statements (local government)	Day one Thru 06-30-04		
	346B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	347A	Financial history summary records			

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	347B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	107A	Financial reports: annual (local government)	Day one Thru 06-30-04		
	107B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	108A	Financial reports: annual (local government) (supporting documents)	Day one Thru 06-30-09		
	108B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	151A	Florida inventory of school houses (FISH) certifications	Day one Thru 06-30-13		
	151B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	41A	Florida inventory of school houses (FISH) records	Day one Thru 06-30-15		
	41B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	152A	Follow-up surveys and placement reports	Day one Thru 06-30-09		
	152B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	153A	Food service records	Day one Thru 06-30-09		
	153B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	126A	Food service records: free and reduced price meal eligibility hearing	Day one Thru 06-30-11		
	126B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	213A	Fuel tax reports	Day one Thru 06-30-11		
	213B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	154A	Full-time equivalency records	Day one Thru 06-30-11		
	154B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	56A	General education development diploma (GED) registration records	Day one Thru 06-30-11		
	56B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	57A	Grade records: final grades (provided posted to permanent records)	Day one Thru 06-30-15		
	57B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	58A	Grade records: interim grades	Day one Thru 06-30-15		
	58B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	59A	Grade records: teacher grade books	Day one Thru 06-30-11		
	59B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	109A	Grant files: grantor agency	Day one Thru 06-30-09		
	109B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	348A	Grant files: recipient	Day one Thru 06-30-09		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	348B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	349A	Grant files: unfunded applications	Day one Thru 06-30-13		
	349B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	110A	Grievance files	Day one Thru 06-30-11		
	110B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	127A	Hall passes	Day one Thru 06-30-15		
	127B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	62A	Health, education and welfare (HEW) annual reports	Day one Thru 06-30-11		
	62B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	63A	Health, education and welfare (HEW) office for civil rights compliance refusal reports	Day one Thru 06-30-11		
	63B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	155A	Health immunization certification			
	155B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	128A	Health immunization notice of non-compliance (retain until in compliance)	Day one Thru 06-30-15		
	128B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	350A	Health records: blood borne pathogen/asbestos/exposure	Day one Thru 06-30-1984		
	350B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 45	1A	High school activities participation form	Day one Thru 06-30-09		
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	156A	Home education program records (after completion of program)	Day one Thru 06-30-10		
	156B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	157A	Homebound/hospital program records	Day one Thru 06-30-11		
	157B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	65A	In-service education records	Day one Thru 06-30-09		
	65B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	241A	Incident report files	Day one Thru 06-30-10		
	241B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	23A	Information request records	Day one Thru 06-30-13		
	23B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	188A	Injury records	Day one Thru 06-30-09		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	188B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	193A	Inspection records: fire/security/safety	Day one Thru 06-30-09		
	193B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	219A	Inspection reports: fire extinguisher	Day one Thru 06-30-13		
	219B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 44	1A	Instructional/administrative reappointment list	Day one Thru 06-30-11		
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	111A	Insurance records: agency	Day one Thru 06-30-09		
	111B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	129A	Internship records: student	Day one Thru 06-30-09		
	129B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	40A	Inventory: agency property	Day one Thru 06-30-11		
	40B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	319A	Inventory: agency records	Day one Thru 06-30-15		
	319B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	278A	Investment records	Day one Thru 06-30-04		
	278B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 35	3A	IRS levy forms	Day one Thru 06-30-10		
	3B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	119A	Legislation records	Day one Thru 06-30-15		
	119B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	67A	Lesson plan records	Day one Thru 06-30-11		
	67B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	27A	Litigation case files			
	27B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	354A	Lost and found records	Day one Thru 06-30-11		
	354B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	47A	Mail: registered and certified	Day one Thru 06-30-13		
	47B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	1A	Mail: undeliverable returned	Day one Thru 06-30-13		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	29A	Mailing lists	Day one Thru 06-30-15		
	29B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	30A	Management surveys/studies: internal	Day one Thru 06-30-12		
	30B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	68A	Maps: school boundary	Day one Thru 06-30-11		
	68B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	158A	Medical/health care records: student	Day one Thru 06-30-07		
	158B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	282A	Micrographics: quality control records			
	282B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	70A	Millage and bond election records			
	70B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	32A	Minutes: official meetings			
	32B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	4A	Minutes: official meetings (handwritten/audio recordings)	Day one Thru 06-30-12		
	4B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	123A	Minutes: official meetings (supporting documents)	Day one Thru 06-30-12		
	123B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 41	1A	Minutes: official meetings (video recordings) (2 weeks after date of meeting)	Day one Thru 06-30-15		
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	33A	Minutes: other meeting	Day one Thru 06-30-13		
	33B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	34A	News releases	Day one Thru 06-30-14		
	34B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	283A	Noise exposure measurement records	Day one Thru 06-30-12		
	283B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 35	2A	Off-site safety form	Day one Thru 06-30-09		
	2B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	124A	Operational and statistical report records	Day one Thru 06-30-15		

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**26. AGENCY**  
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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	124B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	26A	Opinions: legal			
	26B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	125A	Opinions: legal (supporting documents)	Day one Thru 06-30-11		
	125B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	126A	Organization charts	Day one Thru 06-30-15		
	126B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	159A	Parent/guardian consents for photographic/video/audio recording	Day one Thru 06-30-11		
	159B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	160A	Parental authority records	Day one Thru 06-30-11		
	160B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	127A	Parking decal/permit records	Day one Thru 06-30-12		
	127B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	161A	Parking decal/permit records: students	Day one Thru 06-30-14		
	161B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	385A	Payroll records: court-ordered garnishment	Day one Thru 06-30-09		
	385B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	129A	Payroll records: deduction authorizations	Day one Thru 06-30-08		
	129B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	183A	Payroll records: ledgers/trial balance reports	Day one Thru 06-30-09		
	183B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	214A	Payroll Records: (not posted)	Day one Thru 06-30-1964		
	214B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	35A	Payroll records: (posted)	Day one Thru 06-30-09		
	35B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	195A	Payroll records: supporting documents	Day one Thru 06-30-10		
	195B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 37	7A	Personnel directories	Day one Thru 06-30-15		
	7B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	19A	Personnel records: Florida retirement system (after termination of employment)	Day one Thru 06-30-1989		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	19B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	162A	Personnel records: non-Florida retirement system (local government)	Day one Thru 06-30-1964		
	162B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	66A	Personnel records: ops/volunteer/temporary employment	Day one Thru 06-30-11		
	66B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	378A	Personnel records: supplemental documentation	Day one Thru 06-30-09		
	378B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	202A	Petty cash documentation records	Day one Thru 06-30-09		
	202B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	38A	Position description records	Day one Thru 06-30-12		
	38B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	133A	Postage/shipping records	Day one Thru 06-30-11		
	133B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	142A	Proclamations	Day one Thru 06-30-11		
	142B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
SCH 27	1A	Production control schedule	Day one Thru 06-30-15		
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	136A	Project files: capital improvement	Day one Thru 06-30-04		
	136B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	137A	Project files: federal	Day one Thru 06-30-09		
	137B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	138A	Project files: non-capital improvement	Day one Thru 06-30-09		
	138B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	291A	Project files: operational	Day one Thru 06-30-11		
	291B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	139A	Promotion/transfer records	Day one Thru 06-30-09		
	139B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	222A	Property control records	Day one Thru 06-30-13		
	222B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	41A	Property transfer records	Day one Thru 06-30-13		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	41B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	326A	Protected health information access provider records	Day one Thru 06-30-08		
	326B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	327A	Protected health information amendment request provider	Day one Thru 06-30-08		
	327B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	328A	Protected health information disclosure records	Day one thru 06-30-08		
	328B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	329A	Protected health information privacy practices records	Day one Thru 06-30-08		
	329B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	330A	Protected health information privacy practices violation records	Day one Thru 06-30-08		
	330B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	128A	Public information files	Day one Thru 03-30-14		
	128B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	238A	Public program/event records	Day one Thru 06-30-09		
	238B	Duplicates (OSA)	Day one Thru 06-30-15		

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## 8. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	392A	Public records exempt status notifications and redaction requests (until disposition of records to which notification relates, request is withdrawn, or exemption no longer applies)	Day one Thru 06-30-14		
	392B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	33A	Public schools staff survey files	Day one Thru 06-30-11		
	33B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	198A	Publication production records (retain until receipt of final published copy)	Day one Thru 06-30-15		
	198B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	42A	Purchasing records			
	42B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 42	2A	Quality assurance records	Day one Thru 06-30-11		
	2B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	292A	Radio logs	Day one Thru 06-30-13		
	292B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	293A	Rain checks	Day one Thru 06-30-11		
	293B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	364A	Real property records: condemnation/demolition	Day one Thru 06-30-09		

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**32. AGENCY  
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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	364B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	172A	Real property records: property acquired (after final disposition of property)	Day one Thru 06-30-11		
	172B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	164A	Real property records: property not acquired	Day one Thru 06-30-11		
	164B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	365A	Receipt/revenue records: detail	Day one Thru 06-30-09		
	365B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	366A	Receipt/revenue records: summary	Day one Thru 06-30-04		
	366B	Duplicates	Day one Thru 06-30-15		
GS1-SL	45A	Records disposition documentation			
	45B	Duplicates (retain for 3 years)	Day one Thru 06-30-11		
GS1-SL	322A	Records management compliance statement forms	Day one Thru 06-30-13		
	322B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	68A	Records retention schedules: agency specific			
	68B	Duplicates (OSA)	Day one Thru 06-30-15		

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GS1-SL	295A	Records retrieval/reference records	Day one Thru 06-30-15		
	295B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	296A	Registration records: events	Day one Thru 06-30-09		
	296B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	162A	Registrations: adult and career education	Day one Thru 06-30-09		
	162B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	163A	Registrations: K-12	Day one Thru 06-30-11		
	163B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	164A	Release of student information: directory information withholding request	Day one Thru 06-30-15		
	164B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	131A	Release of student information: generic	Day one Thru 06-30-10		
	131B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	132A	Release of student information: medical	Day one Thru 06-30-07		
	132B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	297A	Resolutions			

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	297B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	143A	Resolutions: supporting documents	Day one Thru 06-30-10		
	143B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	298A	Respirator fit testing records (until next fit test is administered)	Day one Thru 06-30-10		
	298B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	49A	Salary comparison reports	Day one Thru 06-30-13		
	49B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	240A	Salary schedules	Day one Thru 06-30-04		
	240B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	368A	Sales/use/local option tax records	Day one Thru 06-30-09		
	368B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	133A	School choice records	Day one Thru 06-30-11		
	133B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	165A	School demographic reports			
	165B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS7	166A	School improvement plan records	Day one Thru 06-30-11		
	166B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	142A	Security screening records	Day one Thru 06-30-08		
	142B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	300A	Signature authorization records	Day one Thru 06-30-13		
	300B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	86A	Skill mastery records (retain until 30 days after notification of results)	Day one Thru 06-30-15		
	86B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	144A	Social security controlled summary records	Day one Thru 06-30-09		
	144B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	370A	Spam/junk electronic mail journaling records	Day one Thru 06-30-15		
	370B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	371A	Staff administration records	Day one Thru 06-30-15		
	371B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 32	1A	State compensatory education evaluation records	Day one Thru 06-30-13		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	1B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	167A	Student alternate transportation authorization records	Day one Thru 06-30-14		
	167B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	137A	Student broadcast recordings	Day one Thru 06-30-13		
	137B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	89A	Student class work records	Day one Thru 06-30-15		
	89B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	90A	Student education records: category A			
	90B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	91A	Student education records: category B			
	91B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	136A	Student education records: statement of contested information (retain as long as the contested information)	Day one Thru 06-30-14		
	136B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	138A	Student newspapers	Day one Thru 06-30-13		
	138B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS7	139A	Student organization records	Day one Thru 06-30-13		
	139B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	373A	Subject/reference files	Day one Thru 06-30-15		
	373B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	374A	Subpoenas (must be entered on the Records Review Log)	Day one Thru 06-30-13		
	374B	Duplicates (OSA)	Day one Thru 06-30-15		
SCH 4	10A	Superintendent's files			
	10B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	302A	Surveillance recordings (retain 30 days)	Day one Thru 06-30-15		
	302B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	28A	Telephone call records	Day one Thru 06-30-13		
	28B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	141A	Television station use log	Day one Thru 06-30-11		
	141B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	98A	Textbook inventory records	Day one Thru 06-30-11		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
	98B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	99A	Textbook/instructional material evaluation records (retain as long as formally adopted)	Day one Thru 06-30-14		
	99B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	168A	Textbook/instructional material request records: denied	Day one Thru 06-30-11		
	168B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	147A	Training material records	Day one Thru 06-30-15		
	147B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	146A	Transitory messages	Day one Thru 06-30-15		
	146B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	100A	Transportation survey report records: Florida education finance program (FEFP)	Day one Thru 06-30-10		
	100B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	52A	Travel records	Day one Thru 06-30-09		
	52B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	169A	Truancy case files	Day one Thru 06-30-09		
	169B	Duplicates (OSA)	Day one Thru 06-30-15		

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a. Schedule Item	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS1-SL	309A	Unclaimed property records	Day one Thru 06-30-09		
	309B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	149A	Unemployment compensation records	Day one Thru 06-30-09		
	149B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	170A	Unregistered student records	Day one Thru 06-30-11		
	170B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	78A	Vehicle accident records	Day one Thru 06-30-09		
	78B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	154A	Vehicle records (after disposition of vehicle)	Day one Thru 06-30-10		
	154B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	97A	Vendor files	Day one Thru 06-30-11		
	97B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	243A	Verification records: personnel	Day one Thru 03-30-14		
	243B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	105A	Veterans records: student	Day one Thru 06-30-09		

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	105B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	54A	Visitor/entry logs (retain 30 days)	Day one Thru 06-30-15		
	54B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	108A	Volunteer/mentor program records	Day one Thru 06-30-09		
	108B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	156A	Vouchers: federal projects paid	Day one Thru 06-30-09		
	156B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	141A	Work orders	Day one Thru 06-30-11		
	141B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	289A	Work Schedules	Day one Thru 06-30-13		
	289B	Duplicates (OSA)	Day one Thru 06-30-15		
GS1-SL	55A	Workers' compensation records	Day one Thru 06-30-04		
	55B	Duplicates (OSA)	Day one Thru 06-30-15		
GS7	171A	Yearbooks			
	171B	Duplicates (OSA)	Day one Thru 06-30-15		