



Central Records
Records Management
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Preparing School/Department Records for Storage/Destruction

RECORD STORAGE INSTRUCTIONS: Every record created by our district's schools and departments has a Title, a General Records Schedule # (GS #), an Item # and a Retention Period. These are established and assigned by The Florida Department of State, State Library and Archives. **You can find the General Records Schedule online at PCSB.org.** Sign in as staff, then go to: ► **Business ► Records Management ► General Records Schedule.** If you are unable to determine which title to use after reviewing the titles/definitions, please contact Charlene Robinson at robinsonchar@pcsb.org or 793-2701 ext. 2373 for guidance.

Records must be boxed in **regulation boxes only** (*new or recycled boxes can be ordered from the 328 screen in TERMS*) and must be labeled. To order labels* and the clear adhesive sleeves that the labels go in, contact Ethan Elder at eldere@pcsb.org or 727-275-8896 and he will pony them to you.

* Which label should I use?

Tan ~all records *except* student records; **Green** ~Category B, temporary student records; **White** ~Category A, permanent student records. Labels used at end of the school year are: **Pink** ~Purged info/PIAPS from 5th grade cums; **Yellow** ~Student Records for Mass Transfer

1. **FILL OUT LABEL, ATTACH TO BOX.** All records use tan labels, except for student records. Fill out the label with the correct Title / Subtitle, GS # and Item # (*this info is found in the **General Records Schedule***). Also, the label should include a sequence, if applicable, as well as the corresponding year for the records (*our school year runs from 7/1 – 6/30*). **Number the boxes consecutively down the page.** Do not start renumbering for a new item, continue numbering consecutively. The clear adhesive sleeve that holds the label adheres to end of the box under the handle. Do not tape the label to the box. Labels must be in the clear sleeves to be processed.
2. **FILL OUT FORM, SEND TO CENTRAL RECORDS** Once the records are boxed and labeled, fill out the Record Storage Request. **You can find the most current Records Storage Request form on line at PCSB.org.** Sign in as staff, then go to: ► **Business ► Records Management ► Records Storage Request.** The information on your box label and the form should match. Boxes should be numbered consecutively down the page and the number on box and paperwork must match. Email the completed Record Storage Request form to Ethan at eldere@pcsb.org. **Please send one form only.**
3. **RECORDS SCHEDULED FOR PICKUP.** Upon receipt, review and approval of your Record Storage Request form, a pickup will be scheduled and you will be notified. If the pickup happens over the summer and you are not working, **please make sure your HPO knows the location of your boxes.** Once the boxes are picked up, Central Records will determine the retention period.
4. **COPY OF FORM RETURNED TO YOU.** After your boxes are processed, you will receive a copy of your Record Storage Request by email. **You should retain this form in case you need to retrieve a record in storage.** We will assign an RC Box # to the boxes that are being stored until their retention period is met. A "DA" on your paperwork indicates that your records have met the retention period and they have been destroyed.

Please do not hesitate to contact Charlene at robinsonchar@pcsb.org or 793-2701 ext. 2373 with any questions regarding this process.

DOCUMENT DESTRUCTION

Shredding Sent to Central Records

Records Management requests that all schools and departments send their records, including shredding, to Central Records in a labeled box to determine if the records have met their retention period and can be destroyed.

OFFICE DOCUMENTS to be shredded should be boxed following the instructions on the other side of this sheet. Use a tan label filled out as follows:

Title: Administrative Convenience Records

(duplicates of correspondence, reports, publications, memoranda, etc., maintained for the convenience of employees carrying out their duties)

Subtitle: Correspondence, or whatever it is

GS #: 1-SL **Item #:** 2 **Record Dates:** beginning/ending dates

or

Title: Administrative Support Records

(records that document day-to-day office management and do not serve as official documentation of office programs such as: sign-up sheets, student lists, etc.)

Subtitle: Sign-up sheets, or whatever it is

GS #: 1-SL **Item #:** 3 **Record Dates:** beginning/ending dates

STUDENT DOCUMENTS to be shredded should be boxed following the instructions on the other side of this sheet. Use a tan label filled out as follows:

Title: Student Classwork Records

(non-standardized tests, term papers, homework, art work, lab projects, other class work materials)

Subtitle: Homework, or whatever it is

GS #: 7 **Item #:** 89 **Record Dates:** beginning/ending dates

Shredding Records on Site

If you destroy (shred) ANY documents at your school or in your department, you are required to fill out a **DISPOSAL AUTHORIZATION**, have your principal / supervisor sign it, and return it to Records Management in June, at the end of each school year. The state requires Pinellas County Schools to report the volume of each record title destroyed in our district.

You can find and print the Disposal Authorization on line at **PCSB.org**. Sign in as staff, then go to: ► **Business** ► **Records Management** ► **Disposal Authorization**.