

Understanding and Using The Disposal Authorization

*Pinellas County Schools
Records Management*

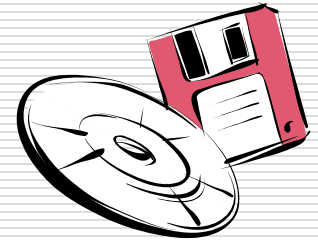
Introduction

- Every year Records Management sends an updated Disposal Authorization to district schools and departments.
- The Disposal Authorization is an important tool in managing your work-related records.

Overview

- ❑ Florida Public Records Law (Chapter 119, F.S.) regulates the destruction of public records.
- ❑ The state has established minimum retention requirements for records.
- ❑ The Disposal Authorization helps you comply with these requirements.

What is a Public Record?



- ☐ Public records are not limited to paper documents.
- ☐ A public record is any record, **regardless of physical form, characteristics, or means of transmission**, made or received in connection with the transaction of school district business, including email.

What is a Retention Requirement?

- ❑ A retention requirement is a *guideline* setting the minimum amount of time you are required to keep a series of records.
- ❑ The state publishes schedules containing retention requirements for different records.

Retention Requirement (cont.)

- ❑ The *Pinellas County Schools General Records Schedule* combines, in one place, relevant retention requirements from different state schedules.
- ❑ The *Pinellas County Schools General Records Schedule* can be found at:

[General Records Schedule](#)

What is the Disposal Authorization?

- ❑ The Disposal Authorization is a form listing the dates of records eligible for discard and giving permission for their discard.
- ❑ It also is used to report the volume of records discarded, in accordance with state regulations.

Disposal Authorization (cont.)

- It provides an audit trail for records that can be used in responding to public records requests and subpoenas.



Sequence of Events

- ❑ Each fall, Records Management sends an updated Disposal Authorization to each district school and department.
 - ❑ The form is used by schools and departments to list records discarded throughout the year. Everyone discards unneeded items and deletes email, so each school or department should have a Disposal Authorization completed yearly.
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Sequence of Events (cont.)

- ☐ The completed form is returned to Records Management by June 30th.
- ☐ A copy of the completed form is maintained on site three years for audit inquiries.
- ☐ Records Management retains the record copy of the form permanently.

Understanding The Disposal Authorization

Revised 04/2001		DISPOSAL AUTHORIZATION		NO. ___XXX___	
1. AGENCY SCHOOL BOARD OF PINELLAS COUNTY		2. DIVISION RECORDS MANAGEMENT		PAGE 1 OF ___XX___ PAGES 3. BUREAU	
4. ADDRESS (Street, City, and Zip Code) 400 Chestnut Street Oldsmar, Florida 34677			5. CONTACT (Name and Telephone Number) BRENDA SIEVERS (813) 854-6077		
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.			7. NOTICE OF INTENTION The scheduled records listed in Item 8 are to be disposed of in the manner checked below (specify only one): _X_ a. Destruction ___ b. Microfilming and Destruction ___ c. Other _____		
Signature BRENDA SIEVERS ASSISTANT		Date RECORDS RETENTION			
Name and Title					
8. LIST OF RECORD SERIES					
a. Schedule No.	b. Item No.	c. Title	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition <u>Action and Date</u> Completed After Authorization
GS7	1A	Absentee excuses and admission slips	Day one thru 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		

The best way to understand the Disposal Authorization is to look at its different parts:

- a. Schedule No.*
- b. Item No.*
- c. Title*
- d. Inclusive Dates*
- e. Volume in Cubic Feet*
- f. Disposition Action and Date*



Schedule No.

8. LIST OF RECORD SERIES					
a. Schedule No.	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 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		
GS7	110A	Abuse/neglect records	Day one thru 06-30-03		
	110B	Duplicates (OSA)	Day one thru 06-30-05		

Schedule No.

The schedule number identifies the state publication in which a records retention requirement is published.

Item No.

8. LIST OF RECORD SERIES					
a. Schedule No.	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS7	1A	Absentee excuses and admission slips	Day one thru 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		
GS7	110 A	Abuse/neglect records	Day one thru 06-30-03		
	110 B	Duplicates (OSA)	Day one thru 06-30-05		

Item No.

The item number identifies a specific records retention requirement in a state schedule.

Because of state reporting requirements, we track records by their schedule and item numbers.

Title

8. LIST OF RECORD SERIES					
a. Schedule No.	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 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		
GS7	110A	Abuse/neglect records	Day one thru 06-30-03		
	110B	Duplicates (OSA)	Day one thru 06-30-05		

Title

The title is the name assigned to a group of records by the state.

Because of reporting requirements, we use the state-assigned records title in the Disposal Authorization. This title can differ from the one used in the school district.

Inclusive Dates

8. LIST OF RECORD SERIES					
a. Schedule No.	b. Item No.	c. Title	d. Inclusive Dates	e. Volume in Cubic Feet	f. Disposition <u>Action and Date</u> Completed After Authorization
GS7	1A	Absentee excuses and admission slips	Day one thru 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		
GS7	110A	Abuse/neglect records	Day one thru 06-30-03		
	110B	Duplicates (OSA)	Day one thru 06-30-05		

Inclusive Dates

- The inclusive dates are the dates of records eligible for disposal. For example, if the inclusive dates are

*Day one
thru
06-30-14*

records dated through June 30, 2014 can be discarded. Records dated after June 30, 2014 must be retained.

Inclusive Dates (cont.)

- The record date can be the date a record was:
 - Created (such as a security tape)
 - Received (such as correspondence)
 - Closed (such as a case file)

Volume in Cubic Feet

8. LIST OF RECORD SERIES					
a. Schedule No.	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 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		
GS7	110A	Abuse/neglect records	Day one thru 06-30-03		
	110B	Duplicates (OSA)	Day one thru 06-30-05		

Volume in Cubic Feet

- ❑ The volume in cubic feet is the volume of records discarded. One brown records box is one cubic foot.
- ❑ Annually, Records Management reports to the state the total volume of records disposed of by the school district over the previous year.

Disposition Action and Date

8. LIST OF RECORD SERIES					
a. Schedule No.	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 06-30-05		
	1B	Duplicates (OSA)	Day one thru 06-30-05		
GS7	110A	Abuse/neglect records	Day one thru 06-30-03		
	110B	Duplicates (OSA)	Day one thru 06-30-05		

Disposition Action

- Disposition Action indicates the method of discard used. Some methods of discard include:
 - Shredded
 - Recycled
 - Put in dumpster (NEVER)

Disposition Date

Disposition date is the actual date of a record's discard. This is an important part of the audit trail. It may be referenced when responding to subpoenas and public records requests.

Country	Year	Value
Algeria	2000	0.00
Algeria	2001	0.00
Algeria	2002	0.00
Algeria	2003	0.00
Algeria	2004	0.00
Algeria	2005	0.00
Algeria	2006	0.00
Algeria	2007	0.00
Algeria	2008	0.00
Algeria	2009	0.00
Algeria	2010	0.00
Algeria	2011	0.00
Algeria	2012	0.00
Algeria	2013	0.00
Algeria	2014	0.00
Algeria	2015	0.00
Algeria	2016	0.00
Algeria	2017	0.00
Algeria	2018	0.00
Algeria	2019	0.00
Algeria	2020	0.00
Algeria	2021	0.00
Algeria	2022	0.00
Algeria	2023	0.00
Algeria	2024	0.00
Algeria	2025	0.00
Algeria	2026	0.00
Algeria	2027	0.00
Algeria	2028	0.00
Algeria	2029	0.00
Algeria	2030	0.00
Algeria	2031	0.00
Algeria	2032	0.00
Algeria	2033	0.00
Algeria	2034	0.00
Algeria	2035	0.00
Algeria	2036	0.00
Algeria	2037	0.00
Algeria	2038	0.00
Algeria	2039	0.00
Algeria	2040	0.00
Algeria	2041	0.00
Algeria	2042	0.00
Algeria	2043	0.00
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Algeria	2069	0.00
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Algeria	2072	0.00
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Algeria	2074	0.00
Algeria	2075	0.00
Algeria	2076	0.00
Algeria	2077	0.00
Algeria	2078	0.00
Algeria	2079	0.00
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Algeria	2081	0.00
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Algeria	2084	0.00
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Algeria	2091	0.00
Algeria	2092	0.00
Algeria	2093	0.00
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Algeria	2095	0.00
Algeria	2096	0.00
Algeria	2097	0.00
Algeria	2098	0.00
Algeria	2099	0.00
Algeria	2100	0.00
Algeria	2101	0.00
Algeria	2102	0.00
Algeria	2103	0.00
Algeria	2104	0.00
Algeria	2105	0.00
Algeria	2106	0.00
Algeria	2107	0.00
Algeria	2108	0.00
Algeria	2109	0.00
Algeria	2110	0.00
Algeria	2111	0.00
Algeria	2112	

SCHOOL OR DEPARTMENT NAME: _____

Using the Disposal Authorization

- ☐ Many people in your school or department will have records eligible for discard. Be sure to include all their records when completing the form.
- ☐ Use the Disposal Authorization to report the volume of records discarded **in your school or department.**

Using the Disposal Authorization (cont.)

- ☐ Do not include records destroyed by Records Management on this form.

Reporting Steps

- ☐ Identify obsolete records eligible for discard, in your school or department.
- ☐ Estimate the volume of records destroyed.
- ☐ Enter the records volume, disposition action, and date on the form.

Reporting Steps (cont.)

- ☐ Complete the Disposal Certificate on the front of the form.
- ☐ Note the name of your school or department in the space provided on the bottom of page 1.
- ☐ Return the form to Records Management by June 30th, keeping a copy for your files.

Identify Eligible Records

If you are not sure which is the correct record title, the *Pinellas County Schools General Records Schedule* lists the different titles and includes definitions.

[General Records Schedule](#)

Identify Eligible Records (cont.)

Or, contact Records Management for assistance.

Email: [mail to: manningh@pcsb.org](mailto:manningh@pcsb.org)

Phone: **727/793-2701, x2021**

Estimate Volume Destroyed

Volume destroyed is reported in cubic feet.

- letter size file drawer = 1.5 cu. ft.
- legal size file drawer = 2 cu. ft.
- records storage box = 1 cu. ft.
- express smaller volumes in inches, e.g. 2-inch file.

Enter Records Volume, Action, and Date on Form

If no records were destroyed, you may write “No Records Destroyed” across the front of page 1. Remember:

- This certifies that you can produce, on request, any records that were created, received, or closed in your school or department over the past year.
- The information entered on the Disposal Authorization may be used in responding to subpoenas, auditors, and public records requests.

Complete Disposal Certificate

GS1-L	189 A	Access control records	Day one thru 06-30-05		
	189 B	Duplicates (OSA)	Day one thru 06-30-05		
SCH 47	1A	Access log: student educational records			
	1B	Duplicates (OSA)	Day one thru 06-30-05		
<p>9. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.</p>			<p>10. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column f.</p>		
<p>_____ Records Custodian or Designee</p>			<p>_____ Signature</p>		
<p>_____ Date</p>			<p>_____ Date</p>		
<p>_____ Name and Title</p>			<p>_____ Name and Title</p>		
<p>_____ Witness</p>			<p>_____ Witness</p>		
<p>NOTE: Upon disposition retain this form for your records.</p>			<p>NOTE: Upon disposition retain this form for your records.</p>		

SCHOOL OR DEPARTMENT NAME: _____

Complete Disposal Certificate

The school principal or department head and a witness sign in the space provided in Box 10 on page 1 of the form.

Don't forget to note your school or department name at the bottom of the page!

Important Points to Remember!

- ❑ The Disposal Authorization helps you comply with the requirements of the Florida Public Records Law.
- ❑ For effective and efficient operations, you should discard obsolete records as soon as they are eligible for disposal.

Important Points to Remember!

- ❑ Confidential records must be destroyed in a way that protects the confidentiality of the information. NEVER just dump them in the trash.
- ❑ Stating that records were **legally** destroyed is an acceptable response to a request for records.

????Questions????

For more information, or to provide feedback on this guide, contact Records Management.

Email:

[mail to: manningh@pcsb.org](mailto:manningh@pcsb.org)

Phone:

727/793-2701, x2021