



Central Records
Records Management
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DISPOSAL AUTHORIZATION (DA) FOR PINELLAS COUNTY SCHOOLS

Instructions for shredding PCS records on site

Introduction

At the end of every school year, Pinellas County schools and departments must send a completed Disposal Authorization (DA) to Records Management stating that your school/department did or did not shred records on site. The DA 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 DA 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. The PCS General Records Schedule combines, in one place, relevant retention requirements from different state schedules and can be found at PCSB.org. Sign in and go to Records Management ► General Records Schedule.

What is the Disposal Authorization (DA)?

The Disposal Authorization (DA) is a form listing the dates of records eligible for destruction and giving permission for destruction. The DA is used to report the volume of records destroyed, in accordance with state regulations. The DA provides an audit trail for records that can be used in responding to public records requests and subpoenas.

Sequence of Events

- At the beginning of every school year, Pinellas County schools and departments should print and distribute the updated DA to anyone authorized to shred records. The DA can be found at PCSB.org. Sign in and go to Records Management ► Disposal Authorization.
- The DA form is used by schools and departments to list records destroyed on site throughout the year.
- The completed form is to be returned to Records Management by June 30 each year.
- Keep a completed copy of this form on site three years for audit inquiries.
- Records Management retains the record copy of the form permanently.

The Disposal Authorization consists of the following parts:

8. LIST OF RECORD SERIES					
a. General Schedule GS #	b. Item #	c. Title of Record	d. Destroy Date Listed	e. Volume in Cubic Feet	f. Date Shredded (after Authorization)

↑ *Fill out these two columns.* ↑

- a. **General Schedule (GS#)** - The GS# number identifies the state publication in which a records retention requirement is published.
- b. **Item (Item#)** - The Item# identifies a specific records retention requirement in a state schedule. Because of state reporting requirements, we track records by their General Schedule and Item numbers.
- c. **Title of Record** - The Title of Record is the name assigned to a group of records by the state. Because of reporting requirements, we use the state-assigned records Title. This title can differ from the one used in the school district.
- d. **Destroy Date Listed** - The Destroy Date Listed are the dates of records eligible for disposal. For example, if the dates listed are *through 06-30-14*, records dated through June 30, 2014, can be destroyed. Records dated after June 30, 2014, must be retained. The record date can be the date a record was: created (such as a security tape), received (such as correspondence) or closed (such as a case file).
- e. **Volume in Cubic Feet** - The volume in cubic feet is the volume of records destroyed. Records Management reports yearly to the state the total volume of records destroyed by the school district over the previous year.
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.
- f. **Date Shredded** - You must be authorized to destroy records. Write the date shredding was completed. This is an important part of the audit trail. It may be referenced when responding to subpoenas and public records requests.

Using the Disposal Authorization

- Many people in your school or department will have records eligible for destruction. Use the Disposal Authorization to report the volume of records destroyed in your school or department. ***Do not include records sent to and destroyed by Records Management on this form.***

Reporting Steps

- Identify obsolete records eligible for destruction in your school or department.
- Choose to box them up and send to Central Records, per procedure, or chose to shred on site, per procedure.
- When shredding on site, estimate the volume of records destroyed, enter the records volume and date on the form.
- If you did not shred on site, complete Box 10 on Pg. 1 and return to Records Mgmt.
- If you did shred on site, complete Box 10 on Pg. 2 and return pgs. 2-8 to Records Mgmt.
- Return the signed form to Records Management by June 30, keeping a copy for your files.

Identify Eligible Records

If you are not sure of the correct record title, the Pinellas County Schools General Records Schedule lists the different titles and includes definitions or contact Records Management for assistance.

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 and Date on Form

Enter the Records Volume in cubic feet and ender date of destruction on Pages 3-8.

If no records were destroyed, complete, sign, and return Page 1 of the form. 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

The school principal or department head and a witness must sign in the space provided in Box 10 on Page 1 or Page 2 of the form. Remember to include your school/department name.

Important Points to Remember!

- The Disposal Authorization helps you comply with the requirements of the Florida Public Records Law.
- For effective and efficient operations, obsolete records should be destroyed as soon as they are eligible for disposal, either by shredding on site or sending to Central Records.
- 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.