State of Florida

GENERAL RECORDS SCHEDULE GS1-L
FOR
LOCAL GOVERNMENT AGENCIES

Department of State
Division of Library and Information Services
Bureau of Archives and Records Management

Tallahassee, Florida  32399-0250
(850) 487-2180   Suncom 277-2180

http://dlis.dos.state.fl.us/barm
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FOREWORD

The General Records Schedule for Local Government Agencies (GS1-L) is intended for use by publicly-owned or operated medical facilities, municipalities, county government offices, dependent and independent special taxing districts, and government contractors. If your agency is unsure of its status as a “public agency,” consult your legal counsel and/or the Florida’s Attorney General’s Office for a legal opinion.

For use along with the GS1-L are additional General Records Schedules which target specific professions. The GS1-L contains the retention periods for most administrative, personnel, payroll, financial, and legal records. Unlike the GS1-L, however, these additional schedules are designed to focus on program-specific records such as medical records, tax collector forms, and law enforcement records. **It is important to note that the GS6 General Records Schedule for Building Departments is being discontinued. The record series from the GS6 have been incorporated into the GS1-L. The index and cross reference will assist you in referring to the appropriate series.** All publications are available on the Department of State’s Internet home page at: “http://dlis.dos.state.fl.us/barm.” A paper copy can be received by faxing your request to (850) 488-1388.

The retention periods reflected within the Bureau’s general records schedules are based on a combination of federal and state laws, general administrative practices, and fiscal management principles. Please keep in mind that these are MINIMUM retention periods. Public agencies may maintain their records longer at their own discretion. In fact certain accreditation committees may have standards which require longer retention periods. Contact your accrediting organization for more information on their requirements. Remember that it is not permitted for a public agency to reduce the retention periods stated in a general records schedule.

For additional information on the retention and disposal of records, please read the introduction to this publication as well as The Basics of Records Management handbook.

This schedule is a revision of the GS1 General Records Schedule for State and Local Government Agencies (1996). The Bureau would like to thank those who served on the GS1 Rewrite Task Force. Your hard work made this schedule possible. Also, a special thanks is given to Carol Foglesong, Orange County Comptroller’s Office; Patricia Hargraves, Hernando County Clerk of the Court’s Office; and Liz Whitaker, Volusia County Clerk of the Court’s Office; for spearheading the committee.
GENERAL INFORMATION AND INSTRUCTIONS

I. STATUTORY AUTHORITY
This General Records Schedule is issued by the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

Chapter 119, F.S., defines “public records” in terms of physical characteristics; and in legal and/or official documentation relationships. It also defines “agency,” providing an inclusive listing of state, local and special government officials and organizational elements subject to laws and regulations pertaining to public records. In addition, the Chapter establishes the legal basis for the custody and disposal of public records and for public access to these records.

Chapter 257, F.S., establishes the State’s Records Management and Archives Program under the direction of the Division of Library and Information Services, Department of State. It specifically provides for a system for the scheduling and disposal of public records. The Chapter also authorizes the Division to establish and coordinate standards, procedures, and techniques for efficient and economical record making and keeping.

II. DETERMINING RETENTION REQUIREMENTS
In determining the retention requirements of public records, four values must be considered to assure that the records will fulfill their reason for creation and maintenance. They are the administrative, legal, fiscal and historical values. These values have been considered in depth to determine the retention requirement of the records listed herein.

III. SCHEDULING PUBLIC RECORDS
A schedule describing the records and setting the retention period is required for each record series, or type, of record. This determines officially the length of time that the record series must be retained to meet retention requirements.

General Records Schedules establish disposition standards for records common to several or all government agencies. The records covered by these schedules pertain to both administrative and program functions of an agency. The General Records Schedule for Local Government Agencies (GS1-L) is applicable to administrative records only and may be used by any local government agency. Except for the GS1-S General Schedule for State Agencies, all other general records schedules are applicable to program records of specific functional organizations, such as tax collector’s offices, hospitals, and educational institutions, each of which may have unique retention requirements. These general records schedules have been designed to complement each other to cover as many administrative and program records as possible. For example: while the GS1-L will contain retention requirements for the general administrative and routine business records for local government agencies, law enforcement agencies should refer to the GS2 General Records Schedule for Law Enforcement, Correctional Facilities, & District Medical Examiners to obtain retention requirements for records unique to law enforcement.
operations. Such records would obviously include criminal investigative records, traffic citation records, and inmate records. Should duplicate record series be listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence. In other words, if a record series is contained in both the GS1-L and the GS2, law enforcement agencies should abide by the retention requirements cited in the GS2. The retention period stated in the applicable schedule is the MINIMUM time a record is to be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records. A General Records Schedule eliminates the need for the creation and submission of an individual Records Retention Schedule, Form LS5E105. However, an agency desiring a lesser retention period than that stated in a general records schedule must apply for the establishment of an individual agency retention schedule with proper justification.

IV. DISPOSITION OF PUBLIC RECORDS
A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the Bureau of Archives and Records Management. Photographic reproductions or reproductions through electronic recordkeeping systems may substitute for the original or paper copy, per Section 92.29, F.S. Minimum standards for image reproduction shall be in accordance with Rules 1B-26.0021 and 1B-26.003, Florida Administrative Code.

V. ARCHIVAL VALUE
When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have identified series that may have such historical or “archival” value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at (850) 487-2073.

VI. ELECTRONIC RECORDS
Record schedules apply to records regardless of their physical format. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules, whether the electronic records are the record copy or duplicates. Printouts of standard correspondence in text or word processing files are acceptable in place of the electronic files. Printouts of email files are acceptable in place of the electronic files. Printouts of e-mail files are acceptable in place of the electronic files provided that the printed version contains the complete header information, including all date/time stamps, routing information, etc.
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ACCESS CONTROL RECORDS  
This record series consists of any records pertaining to security or access which may include logs, keys, identification badges, pin codes, combinations, visitor logs, parking decals, etc.  
RETENTION:  
a) Record copy.  Retain until obsolete, superseded or administrative value is lost.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

ACCIDENT RECORDS  
This record series consists of all transportation accident reports, general correspondence and property receipts concerning fatality or non-fatality accidents.  The accident report includes information on vehicles involved, occupants, time, and circumstances.  See also “INJURY RECORDS,” and/or “WORKERS’ COMPENSATION RECORDS.”  
RETENTION:  
a) Record copy.  3 fiscal years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

ACCOUNTS PAYABLE RECORDS  
This record series consists of documentation of disbursements and the individual items leading to the summary information of payable records, including supporting documentation.  The records and supporting documentation may include, but are not limited to, invoices, receiving reports, refund requests, travel records, vouchers and vendor files.  See also “ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS,” and/or “ACCOUNTS RECEIVABLE RECORDS.”  
RETENTION:  
a) Record copy.  3 fiscal years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS  
This record series consists of summary documentation of receipts and disbursements.  The records may include, but are not limited to, the vendor name, invoice number, date of invoice, check number, date of check and the amount of the check.  See also “ACCOUNTS PAYABLE RECORDS,” and/or “ACCOUNTS RECEIVABLE RECORDS.”  
RETENTION:  
a) Record copy.  10 years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

ACCOUNTS RECEIVABLE RECORDS  
This record series consists of documentation of receipts and the individual items leading to the summary information of receivable records, including supporting documentation.  The records may include, but are not limited to, bad check records, invoices, receiving reports, refund requests, travel records, trial balance reports, and vouchers.  Please refer to s. 95.11, F.S.  See also “ACCOUNTS PAYABLE RECORDS,” and/or “ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS.”  
RETENTION:  
a) Record copy.  4 fiscal years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD  
This record series consists of case files documenting approval contrary to building code.  
RETENTION:  
a) Record copy.  Retain for life of structure.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

ADMINISTRATIVE CONVENIENCE RECORDS  
This record series consists of a subject file, generally filed alphabetically, which is located away from the official files, such as in the Director's and other supervisory offices.  The file contains DUPLICATES of correspondence, reports, publications, memoranda, etc., and is used as a working file or reference file on subjects which are currently significant or which may become significant in the near future.  The material filed in this series is NOT the official file or record copy, but is maintained for the convenience of the officials in carrying out their elected or appointed duties.  
RETENTION:  
a) Record copy.  Retain until obsolete, superseded or administrative value is lost.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.  

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ADMINISTRATIVE SUPPORT RECORDS  Item# 3
This record series consists of records accumulated relative to internal administrative activities rather than the functions for which the office exists. Normally, these records document day-to-day management of office personnel, including training; the expenditure of funds, including departmental budget work papers; supplies, office services and equipment requests; job requisitions which identify description of need, reason of need, requirements and copy of job description used to fill job vacancies within the agency; and receipts and other recorded experiences that do not serve as official documentation for audit purposes or of the programs of the office. However, because these records vary so greatly in content and value (containing some duplicates and record copies), a relatively large proportion of them are of continuing value. This series does not serve as the official documentation for audit purposes.

RETENTION:
- a) Record copy. 2 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADMINISTRATOR RECORDS: PUBLIC AGENCY/ OFFICIAL  Item# 122
This record series consists of office files documenting the substantive actions of elected or appointed officials. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiative. This series will 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. The filing of these materials together in a central unified file is encouraged. These records may have archival value.

RETENTION:
- a) Record copy. 10 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)  Item# 80
This record series consists of advertisements to inform eligible job seekers of openings of job vacancies. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions. This series pertains only to those advertisements where discrimination charges were filed. See also “ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED).”

RETENTION:
- a) Record copy. 180 days after settlement.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)  Item# 81
This record series consists of advertisements to inform eligible job seekers of available job vacancies. The notices may include position number, position title, salary range, job location, minimum qualifications, brief description of duties, where to apply and special instructions. This series pertains only to those advertisements where no discrimination charges were filed. See also “ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED).”

RETENTION:
- a) Record copy. 180 days after selection finalized or confirmed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADVERTISEMENTS: LEGAL  Item# 25
This record series consists of advertisements which have appeared in newspapers on matters pertaining to the agency and other legal ads which may or may not indirectly affect the agency; i.e., bid invitations for construction jobs, public hearings or notices, and public sales. These records may also be part of another record series. A legal advertisement is frequently filed with the item to which it applies. See also “BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS,” “BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS,” and/or “BID RECORDS: NON-CAPITAL IMPROVEMENT.”

RETENTION:
- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AFFIRMATIVE ACTION RECORDS  Item# 82
This record series consists of copies of reports submitted to the Equal Employment Opportunity Commission (EEOC) per their requirements for the agency’s affirmative action plan. It may also include discrimination complaints, correspondence, and investigative papers pertaining to the agency's affirmative action plan. See also “EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS,” and/or “MINORITY CERTIFICATION CASE FILES.”

RETENTION:
- a) Record copy. 2 years provided litigation has been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
ANIMAL CONTROL RECORDS
This record series consists of copies of adoption applications, registrations, licenses, violation notices, Health Department correspondence, tag receipts, rabies alerts, rabies vaccinations certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases which have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying that not less than once a month the accuracy of the drugs use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. Some records may be exempt from public inspection. Please refer to s. 381.0031(4), s. 828.30(4), F.S. and Rule 61G18-15.0071, F.A.C.

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ANNEXATION RECORDS
This record series consists of a description of property being annexed by government (local) that will change precinct boundaries or lines. The records may include correspondence, reports, maps, certifying statements and municipal service plans.

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ANNUAL REPORTS: COUNTY GOVERNMENT
This record series consists of the annual report as required by s. 125.74(b), F.S. This is NOT the annual financial report required under s. 218.32, F.S., nor is it the comprehensive annual financial report (C.A.F.R.) required under s. 11.45(3)(a)(4), F.S. See also “ANNUAL REPORTS: GOVERNING BODY,” and/or “FINANCIAL REPORTS: ANNUAL.” These records may have archival value.

RETENTION:
a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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 s. 218.32, F.S., nor is it the comprehensive annual financial report (C.A.F.R.) required under s. 11.45(3)(a)(4), F.S. See also “ANNUAL REPORTS: COUNTY GOVERNMENT,” “AUDITS: AUDITOR GENERAL,” “AUDITS: INDEPENDENT,” and/or “FINANCIAL REPORTS: ANNUAL.” These records may have archival value.

RETENTION:
a) Record copy. 3 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS: EMPLOYMENT (NOT HIRED)
This record series consists of applications for employment received from individuals who were seeking employment, and may or may not have been interviewed for a particular opening/position, but were not hired. These files may contain applications for employment, resumes, correspondence, credential information, polygraph tests, documentation of interviews (including audio tapes), physical exams, test scores, background investigations and other supporting documentation. See also “EMPLOYMENT ELIGIBILITY LIST,” “EMPLOYMENT EXAMINATION RECORDS,” “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM,” and/or “PROMOTION RECORDS.”

RETENTION:
a) Record copy. 2 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
APPRAISALS: LAND (NOT PURCHASED)  
This record series consists of documents pertaining to land not purchased by a local government agency and all supporting documents. See also "APPRAISALS: LAND (PURCHASED)."  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPRAISALS: LAND (PURCHASED)  
This record series consists of documents pertaining to land purchased by a local government agency. The series may include agency property deeds, appraisals, surveys, and other supporting documents. See also "APPRAISALS: LAND (NOT PURCHASED)."  
RETENTION:  
a) Record copy. Retain as long as agency retains property.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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 who are ordered by the court. Community service workers must document their employment for the court or be subject to jail time, fine or forfeiture. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked.  
RETENTION:  
a) Record copy. 1 calendar year after date of service.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ATTENDANCE RECORDS: LEAVE  
This record series consists of requests or applications for vacation, sick, family medical leave (FMLA) and other types of leave including leave of absences, time sheets or timecards 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. See also "ATTENDANCE RECORDS: LEAVE INDEX."  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released and resolved.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ATTENDANCE RECORDS: LEAVE INDEX  
This record series consists of a summary of hours worked, leave hours used and accrued for all employees during a pay period. It also consists of the leave balances of vacation, sick and compensatory leave for all employees of the agency. See also "ATTENDANCE RECORDS: LEAVE."  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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 s. 11.45, F.S. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/ FEDERAL," and/or "AUDITS: SUPPORTING DOCUMENTS." These records may have archival value.  
RETENTION:  
a) Record copy. 10 fiscal years.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AUDITS: INDEPENDENT  
This record series consists of financial statements and the report issued by an independent auditor to establish the position of the agency being audited against its standard of performance. These records are created pursuant to s. 11.45, F.S. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/ FEDERAL," and/or "AUDITS: SUPPORTING DOCUMENTS."  
RETENTION:  
a) Record copy. 10 fiscal years.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
AUDITS: INTERNAL
Item# 73
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. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/ FEDERAL," and/or "AUDITS: SUPPORTING DOCUMENTS."

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AUDITS: STATE/ FEDERAL
Item# 83
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. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and/or "AUDITS: SUPPORTING DOCUMENTS." These records may have archival value.

RETENTION:
a) Record copy. 10 fiscal years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AUDITS: SUPPORTING DOCUMENTS
Item# 57
This record series consists of the documentation and supporting material used to develop the audit report with all bills, accounts, records and transactions. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and/or "AUDITS: STATE/ FEDERAL."

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released and resolved.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

AUTOPSY/ MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS
Item# 318
This record series consists of copies of autopsy reports and other medical information which is submitted to the local government agency for payment of services rendered. These records are maintained by the local government agency as supporting documentation for expenditure of county funds. Upon verification, the county agency prepares a check requisition and forwards to the finance department for processing payment to the medical examiner. The supporting documents are maintained by the department and are not included with the accounts payable records. These are not the original autopsy reports which are maintained by the Medical Examiner’s Office (reference the GS2 General Schedule for Law Enforcement, Correctional Facilities, & District Medical Examiners).

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BAD CHECK RECORDS
Item# 9
This record series consists of an itemization of bad checks received. See also “CHECKS: CANCELED,” “CHECKS: LOGS,” “CHECKS: REGISTERS,” and/or “CHECKS: STUBS.”

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BANK ACCOUNT AUTHORIZATION RECORDS
Item# 84
This record series consists of an authorization to maintain a bank account and who is authorized to sign off on the account.

RETENTION:
a) Record copy. 1 fiscal year after superseded by new authorization provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BANK STATEMENTS: RECONCILIATION
Item# 85
This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits and cash balance in the account.

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
BARGAINING RECORDS: SUPPORTING DOCUMENTS  
This record series consists of contracts and supporting material related to a contract or agreement between a public agency and the labor organization. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION:
- a) Record copy. 3 fiscal years after expiration or cancellation of contract provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS  
This record series consists of information relative to the processing and letting of capital improvement successful bids including legal advertisements, "Requests for Proposal," technical specifications, correspondence, "Invitations to Bid," bid tabulations and bid responses. "Capital Improvements" shall mean enhancement to buildings, fixtures and all other improvements to land. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS," and/or "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:
- a) Record copy. 15 years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS  
This record series consists of information relative to the processing and letting of capital improvement unsuccessful bids including legal advertisements, "Requests for Proposal," technical specifications, correspondence, "Invitations to Bid," bid tabulations and bid responses. "Capital Improvements" shall mean enhancement to buildings, fixtures and all other improvements to land. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS," and/or "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:
- a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BID RECORDS: NON-CAPITAL IMPROVEMENT  
This record series consists of information relative to the processing and letting of successful and unsuccessful non-capital improvement bids including legal advertisements, "Requests for Proposal," technical specifications, correspondence, "Invitations to Bid," bid tabulations and bid responses. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS," and/or "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS."

RETENTION:
- a) Record copy. 5 fiscal years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BIOGRAPHICAL FILES  
This record series consists of vitae, biographies, photographs and newspaper clippings of employees. These records may have archival value.

RETENTION:
- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BOND ADMINISTRATION RECORDS  
This record series consists of administrative records used to create, monitor, and close out a bond issue. Documentation may include, but is not limited to: preliminary studies, proposals and prospectuses, authorizations and certificates for issuance, cancellation and exchange records, and correspondence or memorandum concerning the selection, establishment, monitoring, and termination of a bond issue. These records may have archival value.

RETENTION:
- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BOND REGISTERS  
This record series consists of a register prepared by the government agency or paying agent as evidence of payment. The register may show on what authority bonds and bond interest coupons were issued, identifying date, number of each bond, and the quantity and value of coupons by maturity. The register may also show that the same have been paid, upon what authority they were destroyed, and the date of destruction. See also "BONDS AND BOND INTEREST COUPONS." These records may have archival value.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BOND RESOLUTIONS  Item# 191
This record series consists of reports of principal, interest, paying agents and reports. The series documents legal
agreements made to finance buildings.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BOND AND BOND INTEREST COUPONS  Item# 226
This record series consists of receipts and certificates of payment signed and sealed by the official or paying agent.
Also, bonds and coupons include identifying date, number of each bond, and quality and value of bond by maturity. In
connection therewith, paid bonds and bond interest coupons may be disposed of provided that the governing body keeps
the receipts and certificate of payment signed and sealed by the official or paying agent charged with the responsibility
for the payment. See also "BOND REGISTERS."
RETENTION:
  a) Record copy. 3 fiscal years after paid, exchanged or transferred provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BUDGET RECORDS: APPROVED ANNUAL BUDGET  Item# 58
This record series consists of the approved annual budget and its amendments. See also "BUDGET RECORDS:
SUPPORTING DOCUMENTS." These records may have archival value.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BUDGET RECORDS: SUPPORTING DOCUMENTS  Item# 88
This record series consists of any supporting documentation, budget matters and requests. See also "BUDGET
RECORDS: APPROVED ANNUAL BUDGET."
RETENTION:
  a) Record copy. 3 fiscal years provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BUILDING PLANS: COMMERCIAL  Item# 216
This record series consists of graphic and engineering records that depict conceptual as well as precise measured
information essential for the planning and construction of commercial buildings (blueprints, elevations, specification
plans, etc.). The record copy is held by the local government permitting authority (Building Department). Other local
governmental departments may hold duplicates for their reference use. See also "BUILDING PLANS: RESIDENTIAL."
Refer to Chapter 553, F.S.
RETENTION:
  a) Record copy. Retain for life of structure.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

BUILDING PLANS: RESIDENTIAL  Item# 252
This record series consists of blueprints, elevations, specification plans and engineering records that depict conceptual
as well as precise information for the construction of, or additions to residential buildings and single family residence.
The record copy is held by the local government permitting authority (Building Department). Other local governmental
departments may hold duplicates for their reference use. See also “BUILDING PLANS: COMMERCIAL.” Refer to
Chapter 553, F.S.
RETENTION:
  a) Record copy. 15 years after issuance of certificate of occupancy.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CALENDARS  Item# 89
This record series consists of a calendar showing official daily appointments and meetings. It may also include
appointment books/planners that may or may not contain a listing of “prioritized daily tasks” and a calendar showing
official daily appointments and meetings.
FLORIDA DEPARTMENT OF STATE
GENERAL SCHEDULE FOR LOCAL GOVERNMENTS GS1-L

RETENTION:
a) Record copy.  1 year.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CASH COLLECTION RECORDS: RECEIPT/ REPORT   Item# 12
This record series consists of, but is not limited to, receipt listings, register tapes, receipt books, validating machine tape records, deposit, withdrawal and transfer slips used to balance for cash deposits. See also “CHECK RECORDS.”

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CEMETERY RECORDS       Item# 235
This record series consists of a record of each burial showing the date of burial and name of person buried, together with lot, plot, and space in which the burial was made. These records may have archival value.

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATE OF COMPETENCY RECORDS       Item# 253
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. See also “CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY,” and/or “LICENSES: OCCUPATIONAL.” Refer to Chapters 125, 489 and 553, F.S.

RETENTION:
a) Record copy. 3 fiscal years after the file is closed due to non-renewal and/or revocation of license provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY     Item# 254
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. See also “CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY,” and/or “LICENSES: OCCUPATIONAL.” Refer to Chapters 125, 489 and 553, F.S.

RETENTION:
a) Record copy. 1 year after expiration or revocation of license provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATE OF OCCUPANCY: COMMERCIAL       Item# 255
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. See also “CERTIFICATE OF OCCUPANCY: RESIDENTIAL.”

RETENTION:
a) Record copy. Retain for life of structure.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL       Item# 256
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. See also “CERTIFICATE OF OCCUPANCY: COMMERCIAL.”

RETENTION:
a) Record copy. 15 years after issued.
b) Duplicates. Retain until issued, superseded or administrative value is lost.
CHARTERS/ AMENDMENTS/ BYLAWS/ CONSTITUTIONS

This record series consists of documents setting forth the aims and principles of an organization, by which an organization is authorized or establishing the makeup of an organization. See also “ORDINANCES,” “PROCLAMATIONS,” and/or “RESOLUTIONS.” These records may have archival value.

RETENTION:
- a) Record copy. Permanent.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CHECKS: CANCELED

This record series consists of canceled checks issued for authorized payments or refunds. The retention is consistent with s. 95.11(2)(b), F.S. See also “CASH COLLECTION RECORDS: RECEIPT/ REPORT,” and/or “ELECTRONIC FUNDS TRANSFER RECORDS.”

RETENTION:
- a) Record copy. 5 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CHECKS: LOG

This record series consists of a listing of checks either received or dispersed. See also “BAD CHECK RECORDS,” “CHECKS: REGISTERS,” and/or “CHECKS: STUBS.”

RETENTION:
- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CHECKS: REGISTERS

This record series consists of a register of all checks issued which includes check number, date, amount, individual or vendor, and purpose. See also “BAD CHECK RECORDS,” “CHECKS: LOG,” and/or “CHECKS: STUBS.”

RETENTION:
- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CHECKS: STUBS

This record series consists of check stubs for all checks written against the accounts administered by the agency. The stubs contain information relating to the amount of the check, to whom the check was issued, the purpose of the check, the date and the check number. Also contained on the stub is the remaining balance after the check is written and the amount of the deposits when made. See also “BAD CHECK RECORDS,” “CHECKS: LOG,” and/or “CHECKS: REGISTERS.”

RETENTION:
- a) Record copy. 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CHILD CARE RECORDS

This record series consists of information on the children who receive services from a child care facility, including, but not limited to, information and forms required by law such as the child’s legal name, birth date, preferred nicknames, parents’ names, addresses, and telephone numbers, persons allowed to remove child from the facility, physical identification, emergency information, physician information, facility brochure statements, center disciplinary procedure statements, procedures for a handicapped child if the child’s condition warrants it, enrollment forms, immunization records exemption forms, and health forms. Refer to s. 232.0315, F.S.

RETENTION:
- a) Record copy. 5 calendar years after no longer enrolled.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CLIENT CASE FILES: HUMAN/ SOCIAL SERVICES

This record series consists of the client case files for citizens receiving assistance from a county or city social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs, emergency payments for electric/medicine/medical care/food/rent, and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly and/or annual reports which are submitted by the local government agency to the State Agency for Health Care Administration as provided by s. 154.301, s. 154.331, F.S.; and Chapter 59H-1, F.A.C.

RETENTION:
- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
CLIENT CASE FILES: VETERAN SERVICES
This record series consists of, but is not limited to, duplicates of the following documents: proof of military service; applications for various veteran administration (VA) benefits; marriage, death, divorce and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms and all other VA forms which are used in development of claims for VA benefits. (No originals are contained in the files as all originals are forwarded to the Veterans Administration for processing). The series may also include a client case file index which may be maintained in hard copy and/or electronic format. The index may identify, but is not limited to the following: name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.
RETENTION:
a) Record copy. 5 years after case closed provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CODE ENFORCEMENT BOARD CASE FILES
This record series consists of case files of the Code Enforcement Board including affidavits, exhibits, letters, photographs, and orders. It may also include documentation and working papers which are used to complete the file. See also "CODE VIOLATION RECORDS," and/or "MINUTES: OFFICIAL MEETINGS." Refer to Chapter 162, F.S.
RETENTION:
a) Record copy. 5 years after final disposition.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CODE VIOLATION RECORDS
This record series consists of documentation, such as photographs, on-site inspection notes, copies of the first and second violation notices, and may include orders to appear. See also "CODE ENFORCEMENT BOARD CASE FILES." Refer to Chapter 162, F.S.
RETENTION:
a) Record copy. 3 years after final disposition.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COMMODITY PROGRAM RECORDS
This record series consists of information pertaining to the receipt and disbursement of administrative funds and to the receipt, inventory, and disbursement of USDA supplemental foods, including complaints of improper disbursement or denial of services. Refer to 7 CFR 247.13.
RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COMPLAINTS: CITIZENS/ CONSUMERS/ EMPLOYEES
This record series consists of individual complaints received from citizens, consumers or employees. This file includes the name, address, date of complaint, telephone number, the complaint; to whom referred and date, action taken and signature of person taking the action. This series does not include claims of harassment or discrimination among the employees. See also "GRIEVANCE FILES."
RETENTION:
a) Record copy. 1 year after resolved provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COMPREHENSIVE MASTER PLANS: ADOPTED
This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida. 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 governmental related functions. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." Refer to Chapter 163, F.S. These records may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
This record series consists of supporting documents for 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 analysis, and other materials which support the
proposed plan. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." These records may have archival value.

RETENTION:

a) Record copy. 5 years after adopted.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CONTRACTS/ LEASES/ AGREEMENTS: CAPITAL IMPROVEMENT Item# 64
This record series consists of legal documents, correspondence, reports, etc., relating to the negotiation, fulfillment and termination of capital improvement contracts, leases or agreements to which the agency is a party. "Capital improvement" shall mean enhancement to buildings, fixtures and all other improvements to land. In addition, it includes contracts, leases or agreements with architects, engineers, builders, and construction companies. See also "CONTRACTS/ LEASES/ AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION:

a) Record copy. 15 years after completion or termination of contract/lease/agreement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CONTRACTS/ LEASES/ AGREEMENTS: NON-CAPITAL IMPROVEMENT Item# 65
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."

RETENTION:

a) Record copy. 5 fiscal years after completion or termination of contract/lease/agreement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CORRESPONDENCE & MEMORANDA: ADMINISTRATIVE Item# 17
This record series consists of routine correspondence and memoranda of a general nature that is associated with administrative practices but that does not create policy or procedure, document the business of a particular program, or act as a receipt. See also "DIRECTIVES/ POLICIES/ PROCEDURES," and/or "INFORMATION REQUEST RECORDS." These records may have archival value.

RETENTION:

a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DIRECTIVES/ POLICIES/ PROCEDURES Item# 186
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. It includes all correspondence and memoranda generated relating to the policies and procedures which are to be followed by employees. See also "CORRESPONDENCE & MEMORANDA: ADMINISTRATIVE," and/or "DISASTER PREPAREDNESS RECORDS: DRILLS." These records may have archival value.

RETENTION:

a) Record copy. 2 years after superseded or becoming obsolete.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISASTER PREPAREDNESS RECORDS: DRILLS Item# 259
This record series consists of the results of disaster preparedness exercises and the supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulties, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include: fire, tornado, safety, hurricane and SARA chemical spills. See also "DIRECTIVES/ POLICIES/ PROCEDURES."

RETENTION:

a) Record copy. 2 calendar years provided reviews have been conducted.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISASTER RELIEF RECORDS Item# 321
This record series consists of all supporting documentation which is related to the payment of state or federal funds received for natural or man-made disasters. The types of disasters include, but are not limited to, major storms, floods, fires, tornadoes and hurricanes. The records may also include applicable disaster relief funding agreements and expenditure reports. Supporting documentation may include, but is not limited to, copies of time sheets, payroll records,
billing statements, receipts, purchases, executed contracts, invoices, canceled checks and daily activity reports. Refer to 44 CFR Chapter 1, Section 13.42 and 13.43.

RETENTION:

a) Record copy. 5 fiscal years after submission of final expenditure report or last payment is received, whichever is later, provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRAFTS AND WORKING PAPERS  
Item# 242

This record series consists of documents, correspondence, memoranda, reports, and other materials in preliminary or developmental form before their completion as a final product. The drafts may include copies of materials circulated for review for grammar, spelling, and content. The working papers may include notes and miscellaneous documents and materials used in compiling and assembling the final product. NOTE: some draft documents and working papers may have long-term value; such documents may even have archival or historical value. Drafts of agency mission statements or preliminary versions of policy initiatives that could have a significant effect on a state or local government agency’s ability and responsibility to fulfill its function would qualify as records with a longer retention requirement. Such records might be better placed under the record series “ADMINISTRATOR RECORDS: PUBLIC AGENCY/ OFFICIAL.”

RETENTION:

a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRUG TEST CASE FILES  
Item# 260

This record series consists of the results of a drug test under the Drug Free Workplace Act or as required for CDL or other drivers under US DOT regulations as well as any records related to canceled tests. The test may include the results of negative or positive. This series may also include documents generated in decisions to administer reasonable suspicion or post-accident testing or in verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing. In addition, the case file could include: the employer’s copy of an 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. Refer to s. 112.0455(8)(l), and s. 443.1715(3)(b), F.S.

RETENTION:

a) Record copy. 5 years after final action.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRUG TEST RECORDS: EQUIPMENT  
Item# 261

This record series consists of the documentation which demonstrates compliance and relates to the calibration required for the use of the evidential breath testing device (EBT). The series may include, but are not limited to, general testing, maintenance and repair paperwork, equipment checklists, external calibration checks and readings taken. See also “DRUG TEST RECORDS: PROGRAM.” Refer to 39 CFR 40 and 49 CFR 382.401.

RETENTION:

a) Record copy. 5 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRUG TEST RECORDS: PROGRAM  
Item# 262

This record series consists of documents related to the administration of an alcohol and controlled substance testing program. This series may include, but 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. See also “DRUG TEST RECORDS: EQUIPMENT.” Refer to 49 CFR 382.401 and 49 CFR 382.403.

RETENTION:

a) Record copy. 5 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS  
Item# 263

This record series consists of duplicate easement conveyances and supporting documents. The official copy is recorded in the Official Records of the Clerk of the Circuit Court’s Office and then filed in a safe place with all other deeds and conveyances within the local government agency. See also “APPRAISALS: LAND (PURCHASED),” and/or “OFFICIAL RECORDS,” (GS11 General Schedule for Clerks of Court).
FLORIDA DEPARTMENT OF STATE
GENERAL SCHEDULE FOR LOCAL GOVERNMENTS GS1-L

RETENTION:

a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ELECTRONIC FUNDS TRANSFER RECORDS
This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The documentation 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 of the account holder, and the account’s authorizing signature; a canceled deposit slip or check; and the paperwork for the termination of service or transfer of service to a new institution. This series does not include the paperwork on a specific individual deposit or payment. See also “CHECKS: LOG,” and/or “CHECKS: REGISTERS.”

RETENTION:

a) Record copy. 3 fiscal years after transfer.
b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

ELECTRONIC RECORDS SOFTWARE
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 to an audit process.

RETENTION:

a) Record copy. Retain as long as there are software-dependent records in storage.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMERGENCY OPERATIONS RECORDS: APPLICATIONS
This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. These applications may include: the citizen’s name, address, and telephone number; correspondence; medical disabilities; caretaker’s name; and type of accommodations required. Denied applications may be based on space availability and/or eligibility requirements. For accepted applications, individuals may be notified that they have been selected as clients and explained their responsibilities. When client status is accepted, individuals are agreeing that they will be ready to leave their residence at the appropriate time and that they are aware of shelter rules and regulations. See also “EMERGENCY OPERATIONS RECORDS: LIST OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS.”

RETENTION:

a) Record copy. 4 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN
This record series consists of the state required five year strategic plan. The plan addresses areas and objectives for improvement. The plan may be amended during the five year period with state approval. The series may include both the original plan and any subsequent amendments.

RETENTION:

a) Record copy. 3 years after plan expires.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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. The list may change often as persons regain their health, move, die or acquire other means of transportation. See also “EMERGENCY OPERATIONS RECORDS: APPLICATIONS.”

RETENTION:

a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS
This record series consists of inspections of potential emergency shelters by the county or city Emergency Management staff. The inspection sheet may vary by city/county but should indicate the facilities name, location, and operating entity, as well as the storm level and specialty designation assigned to the shelter. If the facility is rejected as a shelter, the reasons for this rejection may also be noted.

RETENTION:

a) Record copy. 2 years after reinspection provided facility has been reinspected.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
EMPLOYMENT ASSISTANCE PROGRAM RECORDS Item# 269
This record series consists of documents related to the services received by employees through an agency sponsored assistance program. These programs provide employees with information, treatment, and counseling on issues related to substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain a letter of inquiry, application, supporting documentation, referrals, updates on employee treatment, and the dates and times of appointments. This series does not contain financial or vendor billing information. Refer to s. 112.0455(6)(i), and s. 443.1715(3)(b), F.S.
RETENTION:
a) Record copy. 2 years after final action.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMPLOYMENT ELIGIBILITY LIST Item# 101
This record series consists of a listing of all eligible candidates for a vacated position of employment. The list may include name, address, home and work telephone numbers, and social security number. See also "APPLICATIONS: EMPLOYMENT (NOT HIRED)," "PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM," and/or "PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM." Refer to s. 119.07(3)(l), and s. 119.07(3)(x), F.S.
RETENTION:
a) Record copy. 2 years after expiration of eligibility.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EMPLOYMENT EXAMINATION RECORDS Item# 102
This record series consists of test plans, announcements, grades, grading scales, keyed exams, test monitor's list of candidates, any research toward the development of the tests, and any other selection or screening criteria. See also "APPLICATIONS: EMPLOYMENT (NOT HIRED)," "PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM," and/or "PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM."
RETENTION:
a) Record copy. 2 years after examination.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ENCUMBRANCE RECORDS Item# 20
This record series consists of documents and reports which detail funds that have been encumbered. It may also include lists of encumbrances in which money is brought forward from the previous fiscal year for goods and services which were not received until the current fiscal year.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ENDOWMENTS/ BEQUESTS/ TRUST FUND RECORDS Item# 211
This record series consists of documents which create, establish or record contributions to endowments, bequests and trust fund records. These records may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ENVIRONMENTAL REGULATION RECORDS Item# 167
This record series consists of permits, reviews, supporting documents and correspondence resulting from environmental regulation requirement in and/or affecting municipal or county agencies.
RETENTION:
a) Record copy. 5 fiscal years after completion provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS Item# 103
This record series consists of EEO compliance reports (i.e. EEO-5 ) and supporting documents, reviews, background papers and correspondence pertaining to employment statistics (race, sex, age, etc.). The series should be filed separately from the employee’s personnel record. See also “AFFIRMATIVE ACTION RECORDS,” and/or “MINORITY CERTIFICATION CASE FILES.”
RETENTION:
a) Record copy. 3 fiscal years after final action provided applicable audits have been released and resolved.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
EQUIPMENT MAINTENANCE/ USAGE RECORDS
This record series consists of, but is not limited to, equipment usage logs/reports/inspections and cost; service, maintenance and repair records, i.e. work orders, date/history of repair, locations, cost of parts, etc.; hours worked, and equipment cost per hour, materials, etc. which may be used for cost figures. The series may also include electronic equipment and devices that require program changes and repairs.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EQUIPMENT REFERENCE FILES
This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, etc.
RETENTION:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXCISE TAX/ SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/ RECEIPT
This record series consists of the cash disbursements and cash receipts that pertain to general or specific laws or the State Constitution authorizing collection proceedings. See also "EXCISE TAX/ SPECIAL ASSESSMENT RECORDS: JOURNALS."
RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXCISE TAX/ SPECIAL ASSESSMENT RECORDS: JOURNALS
This record series consists of journals that pertain to general or special laws or the State Constitution authorizing collection proceedings. See also "EXCISE TAX/ SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/ RECEIPT."
RETENTION:
a) Record copy. 7 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXPENDITURE PLANS: CAPITAL IMPROVEMENT
This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the public agency. These plans may demonstrate a priority listing for capital expenditures as well as a time line for each project’s completion. These records may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXPENDITURE REPORTS
This record series consists of documentation showing how agency funds are dispersed. See also “ACCOUNTS PAYABLE RECORDS,” and/or “ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS."
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXPOSURE RECORDS
This record series consists of documents which record/identify the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation and 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 necessary data to support the possibility of exposure. See also “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” and/or “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM.” Refer to 29 CFR 1910.20 and 29 CFR 1910.1030.
RETENTION:
a) Record copy. 30 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
FACILITY RENTAL RECORDS  
Item# 270
This record series consists of information generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, or RV hookup to a citizen or family, private organization, or other public agency. These records include, but are not limited to, name of renter, renter’s address and telephone number, method of payment, acknowledgment of rules, liability, damage waivers, and the date and time of the rental as well as what facility or portion of a facility is to be reserved. This information may contain a check number, corresponding receipt number, and an amount as well as deposit information. See also “CONTRACTS/ LEASES/ AGREEMENTS: NON-CAPITAL IMPROVEMENT.”
RETENTION:
 a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FEASIBILITY STUDY RECORDS  
Item# 106
This record series consists of working papers, correspondence, consulting firm reports, internal cost benefit analysis records, and management committee reports investigating various projects of the governing agency. The 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 materials may be scheduled under project files (capital improvement), project files (non-capital improvement) or project files (operational). See also “PROJECT FILES: CAPITOL IMPROVEMENT,” “PROJECT FILES: FEDERAL,” “PROJECT FILES: NON-CAPITAL IMPROVEMENT,” and/or “PROJECT FILES: OPERATIONAL.” These records may have archival value.
RETENTION:
 a) Record copy. 3 years after completion of study provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FEE/ SERVICE SCHEDULES  
Item# 271
This record series consists of a procurement price sheet/final report which identifies the types of services provided by the agency and associated service fees if applicable. The series may also include all supporting documents used in the determining factors for identifying service costs and applicable service fees. The price sheet/report may be reviewed annually and revised to include new services and/or changes in fees/costs due to increased costs for supplies, labor, and/or equipment.
RETENTION:
 a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINAL ORDERS RECORDS  
Item# 67
This record series consists of final agency decisions, a final orders list, final orders index and supporting documents which result from a proceeding under Chapter 120, F.S. See also “MINUTES: OFFICIAL MEETINGS.” These records may have archival value.
RETENTION:
 a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL REPORTS: ANNUAL  
Item# 107
This record series consists of a copy of the official statement of the financial status of the specific entity concerning its operation for the preceding year which is submitted to the Department of Banking and Finance as required by s. 218.32, F.S. See also “AUDITS: AUDITOR GENERAL,” “FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE),” and/or “FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS).” These records may have archival value.
RETENTION:
 a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)  
Item# 317
This record series consists of the annual report submitted to the Auditor General as required by s. 11.45(3)(a)(4), F.S. See also “FINANCIAL REPORTS: ANNUAL,” and/or “FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS).” These records may have archival value.
RETENTION:
 a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS) Item# 108
This record series consists of the supporting documents of the financial status of the specific entity concerning its operation for the preceding year as required by s. 218.32, F.S. See also “FINANCIAL REPORTS: ANNUAL.”
RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FUEL TAX REPORTS Item# 213
This record series consists of fuel tax reports required by those agencies which maintain a bulk fuel terminal. These reports are generated on a monthly basis and are required by the Florida Department of Revenue.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GENERAL LEDGERS: ANNUAL SUMMARY Item# 117
This record series consists of ledgers containing detail individual financial transactions resulting in the original accounts to which debits and credits are posted from supporting documents of original entry. It includes all permanent ledger entries. If this series is not established by an organization, then the daily or monthly general ledger takes the place of the annual ledger. See also “GENERAL LEDGERS: SUPPORTING DOCUMENTS.” These records may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GENERAL LEDGERS: SUPPORTING DOCUMENTS Item# 118
This record series consists of daily or monthly ledgers and supporting documents for ledgers containing accounts to which debits and credits are posted from supporting documents of original entry. See also “GENERAL LEDGERS: ANNUAL SUMMARY.”
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GRANT FILES: GRANTOR AGENCY/RECIPIENT Item# 109
This record series consists of, but is not limited to, records of all proceedings in the settlement of disputes between employer and employee. See also “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” and/or “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM.”
RETENTION:
a) Record copy. 3 fiscal years after settlement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GRIEVANCE FILES Item# 110
This record series consists of, but is not limited to, records of all proceedings in the settlement of disputes between employer and employee. See also “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” and/or “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM.”
RETENTION:
a) Record copy. 3 fiscal years after settlement provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HOUSING APPLICATIONS: NON-PARTICIPATING Item# 273
This record series consists of completed applications submitted by citizens who later choose not to participate in the housing program. These applications have no activity on them and the individual has expressed no continuing interest in the program. The applications may become inactive because of changes in the eligibility requirements, lack of interest, inability to locate a home or to secure financing, relocation of applicant, or a failure to update the application by a given deadline. See also “HOUSING FILES: STATE HOUSING INITIATIVES (SHIP) & HOME INVESTMENTS PARTNERSHIPS PROGRAM.”
RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
HOUSING FILES: STATE HOUSING INITIATIVES (SHIP) & HOME INVESTMENTS PARTNERSHIPS PROGRAM

Item# 274

This record series consists of, but is not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead-based paint and radon records; housing agreement; income verification; proof of age or handicap; and other records as required by state/federal governments for public housing. Entities that receive SHIP funds have two fiscal years to expend the money. See also "HOUSING APPLICATIONS: NON-PARTICIPATING."

RETFENTION:

a) Record copy. 4 fiscal years after funds are expended provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INCIDENT/ INVESTIGATION REPORTS

Item# 241

This record series consists of reports of incidents which occur at a public facility or on publicly owned property, and the follow-up documentation created when an incident report is investigated. The reports may include, but are not limited to: the name of the reporting staff member; the date/time/location of the incident; persons involved or witnesses; the extent of the problem; emergency response, personnel notified, the general outcome of the incident; and any investigation that may follow. See also "INJURY RECORDS." Refer to s. 95.11, F.S.

RETFENTION:

a) Record copy. 4 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INFORMATION REQUEST RECORDS

Item# 23

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 times/dates/locations, and requests for general agency information (i.e. mission statement, telephone list, map/directions, employee directory, etc.).

RETFENTION:

a) Record copy. 1 fiscal year provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INJURY RECORDS

Item# 188

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 where medical attention or services have been administered; an employee injury resulting in death; and OSHA No. 200 Log and Summary of Occupational Injuries and Illnesses or any equivalent form. See also "WORKERS' COMPENSATION RECORDS." Refer to Rules 38I-17.003 and 38I-60.090, F.A.C. and OSHA Rule 93-05.

RETFENTION:

a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSPECTION RECORDS: BRIDGE/ MAINTENANCE

Item# 276

This record series consists of inspection records of the maintenance and condition of bridges.

RETFENTION:

a) Record copy. Retain for life of structure.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSPECTOR'S ROUTE SHEETS: DAILY

Item# 277

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."

RETFENTION:

a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSURANCE RECORDS

Item# 111

This record series consists of insurance policies, claim filing information, premium payment records, cards and registers, etc. on agency's property and/or employees. The series may also include all expenditures for insurance premiums shown as journal entries, the list of carriers and the amounts due to them.
RETNATION:
a) Record copy. 5 fiscal years after final disposition of claim or expiration of policy provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVENTORY: AGENCY RECORDS
This record series consists of an inventory (maintained in hard copy or electronic format) of agency records which may be located in individual departments/agencies and/or at offsite storage facilities. The inventory may include, but is not limited to, the following information: record series; if records are active, inactive or closed; whether they are vital records and/or exempt from public inspection; whether the records are maintained in hard copy or electronic format or both; the identification of owner agency/department/custodian name; records retention requirements: location of records, inclusive dates and cubic foot/volume of records; and box, shelf, file cabinet, or room number of where records are located/stored.
RETNATION:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVENTORY/ PROPERTY CONTROL RECORDS: EXPENDABLE
This record series consists of documentation of a perpetual inventory of expendable parts and supplies which may be located in a central supply office for use by agency employees. The series may also include a listing of all available supplies which is distributed periodically or upon request. See also “INVENTORY/ PROPERTY CONTROL RECORDS: FIXED ASSETS.”
RETNATION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVENTORY/ PROPERTY CONTROL RECORDS: FIXED ASSETS
This record series consists of all information regarding the purchase, physical inventory, and data collection involving all Operating Capital Outlay (O.C.O.) items which require an identification number and tag. Included in these reports are items sold through the auction process as well as the Fixed Inventory Report showing all property owned by the agency. The records may contain information relating to the class and type; number of units; make and manufacturer; year and 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, property transfer forms, final detailed disposition of property and any additional information that may be necessary. The series may also include records pertaining to when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized or destroyed. See also “INVENTORY/ PROPERTY CONTROL RECORDS: EXPENDABLE.” Refer to Chapter 274, F.S.
RETNATION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INVESTMENT RECORDS
This record series consists of records related to the selection and maintenance of a government’s investment. The series may include, but is not limited to, selection criteria, score sheets, correspondence concerning the selection process or potential investments, annual reports of the investment, 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.
RETNATION:
a) Record copy. 10 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS
This record series consists of a list of participating individuals, pilot programs, employer proposals, information on potential volunteer businesses and evaluations. Should programs possess non-expendable property, an authorized official may dispose of this property in accordance with the agency’s policies. This was formerly known as the “Comprehensive Employees Training Act” (CETA).
RETNATION:
a) Record copy. 3 fiscal years after annual report provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
JOURNALS: VOUCHERS
This record series consists of vouchers used to make special corrections, budget allocations, penned entries from financial statements, and to adjust entries from preliminary to final closing. See also "ACCOUNTS PAYABLE RECORDS."
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LEGISLATION RECORDS
This record series consists of proposed legislation for the Florida Legislature and all supporting documentation. It may also include legislative books/publications i.e., statutes, Florida Rules of Court, etc. These records may have archival value.
RETENTION:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LIBRARY ACQUISITION RECORDS
This record series consists of information on the acquisition of public library materials: books, periodicals, filmstrips, software, compact discs, video/audio tapes, and other non-print media. This information may include the accession date and method, the publisher and cost, the date entered into the collection, dates removed from collection, and method of final disposal. See also "LIBRARY CIRCULATION RECORDS," and/or "LIBRARY SHELF LIST."
RETENTION:
a) Record copy. Retain for life of material.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LIBRARY CARD RECORDS
This record series consists of library card applications which may include the patron’s name, address, telephone number, and date of birth as well as a statement of liability for the care and timely return of all materials checked out or utilized by the patron.
RETENTION:
a) Record copy. 30 days after expiration.
b) Duplicate: Retain until obsolete, superseded or administrative value is lost.

LIBRARY CIRCULATION RECORDS
This record series consists of forms and reports devised to make library materials and equipment available to the entire library clientele. It also includes delinquent records and charges, copies of incoming and outgoing interlibrary loan requests for books, magazine articles, microfilm, renewals and subject searches. See also "LIBRARY ACQUISITION RECORDS," and/or "LIBRARY SHELF LIST."
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LIBRARY SHELF LIST
This record series consists of library shelf listings of books, periodicals, filmstrips, film and other materials. See also "LIBRARY ACQUISITION RECORDS," and/or "LIBRARY CIRCULATION RECORDS."
RETENTION:
a) Record copy. Retain for life of material.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

LICENSES: OCCUPATIONAL
This record series consists of applications, indexes and supporting documentation of licenses issued to business, professional, or occupation within “local governing authority’s” jurisdiction.
RETENTION:
a) Record copy. 1 calendar year after expiration provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
LITIGATION CASE FILES  Item# 27
This record series consists of legal documents, notes, reports, background material, etc. created in the preparation of handling legal disputes.
RETENTION:
  a) Record copy. 5 years after case closed or appeal process expired provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAIL: REGISTERED AND CERTIFIED RECEIPTS  Item# 47
This record series consists of receipts for registered and certified mail sent out or received by a particular office. This record is often filed as part of another record series. See also “MAIL: UNDELIVERABLE FIRST CLASS,” “MAILING LISTS,” and/or “POSTAGE RECORDS.”
RETENTION:
  a) Record copy. 1 fiscal year.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAIL: UNDELIVERABLE FIRST CLASS  Item# 1
This record series consists of mail from any agency mailing that is returned. It does NOT include certified mailings which require proof of mailing. See also “MAIL: REGISTERED AND CERTIFIED RECEIPTS,” “MAILING LISTS,” and/or “POSTAGE RECORDS.”
RETENTION:
  a) Record copy. 1 year after returned undeliverable.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAILING LISTS  Item# 29
This record series consists of mailing lists used in agency mail outs. For those mailing lists that fall under F.S. 283.55- Puring of publication mailing lists, they will be updated and superseded every odd-numbered year. See also “MAIL: REGISTERED AND CERTIFIED RECEIPTS,” “MAIL: UNDELIVERABLE FIRST CLASS,” and/or “POSTAGE RECORDS.”
RETENTION:
  a) Record copy. Retain until obsolete, superseded or administrative value is lost.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAPS: ORIGINALS  Item# 280
This record series consists of maps containing the original information and supporting documents in planning and engineering of local infrastructures and maps as required for the government land office, highway, sales, sectional, and geological surveys which are not required by statute or ordinance to be filed with the Clerk of the Court. This record series does not include original maps which are filed with the Clerk of the Court under Chapter 177, 253 and 337, F.S. See also “SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS).”
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MAPS: SUPPORTING DOCUMENTS  Item# 281
This record series consists of copies of county/city right-of-way maps and other maps containing the original information and supporting documents in planning and engineering of local infrastructures and maps as required for the government land office, highway, sales, sectional, and geological surveys. This record series does not include the record copy of the maps/plats/right-of-ways which are filed with the Clerk of the Court under Chapter 177, 253 and 337, F.S. See also “SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS).”
RETENTION:
  a) Record copy. 15 calendar years.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MEDICAL RECORDS: VETERAN SERVICES  Item# 311
This record series consists of, but is not limited to, duplicate copies of medical records and a digest of medical information.
RETENTION:
  a) Record copy. 7 fiscal years after last discharge or last entry.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
FLORIDA DEPARTMENT OF STATE
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MICROGRAPHICS: QUALITY CONTROL RECORDS Item# 282
This record series consists of, but is not limited to, test results and microfilm inspection records for all archival microfilm as required by Chapter 1B-26.0021(3)(f), and 1B-26.0021(3)(j), F.A.C.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINORITY CERTIFICATION CASE FILES Item# 169
This record series consists of case files referencing women and minority companies that have applied for certification with the agency. See also "AFFIRMATIVE ACTION RECORDS," and/or "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINUTES: OFFICIAL MEETINGS Item# 32
This record series consists of any information which is the official record of meetings as defined in Florida Statutes Section 286.011(1) and (2); which may include transcriptions and/or agenda. See also "MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/ AUDIO/ VISUAL RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)," and/or "MINUTES: OTHER MEETINGS." These records may have archival value.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/ AUDIO/ VISUAL RECORDINGS) Item# 4
This record series consists of handwritten, audio and/or visual recordings of official meetings as defined in s. 286.011(2), F.S. See also "MINUTES: OFFICIAL MEETINGS," and/or "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."
RETENTION:
a) Record copy. 2 years after adoption of the official minutes.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) Item# 123
This record series consists of supporting documents for minutes and agendas generated by official meetings. See also “MINUTES: OFFICIAL MEETINGS,” “MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/ AUDIO/ VISUAL RECORDINGS).”
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINUTES: OTHER MEETINGS Item# 33
This record series consists of minutes and all supporting documentation from meetings which are not included in "MINUTES: OFFICIAL MEETINGS." These records may have archival value.
RETENTION:
a) Record copy. 1 year.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

NEWS RELEASES Item# 34
This record series consists of news releases distributed by the agency and/or news releases received from other offices for informational purposes. See also “PUBLIC INFORMATION FILES,” and/or “PUBLICATIONS AND MEDIA ITEM RECORDS.” These records may have archival value.
RETENTION:
a) Record copy. 90 days.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

NOISE EXPOSURE MEASUREMENT RECORDS Item# 283
This record series consists of studies and measurements of the noise levels employees are exposed to by location or job classification. These documents may include incident reports, risk management assessments, and other necessary data to support the possibility of exposure. Refer to 29 CFR 1910.95.
FLORIDA DEPARTMENT OF STATE
GENERAL SCHEDULE FOR LOCAL GOVERNMENTS GS1-L

RETENTION:
a) Record copy. 2 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

OPERATIONAL AND STATISTICAL REPORT RECORDS: OFFICE Item# 124
This record series consists of daily, weekly, monthly, biannual, 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 an employee or the work tasks completed for a period of time (daily/weekly/hourly, etc.).

RETENTION:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

OPINIONS: LEGAL (ATTORNEY) Item# 26
This record series consists of written opinions of lasting significance establishing policy or precedent answering legal questions from all program areas involving questions of interpretation of Florida or federal law. See also "LITIGATION CASE FILES," and/or "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." These records may have archival value.

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

OPINIONS: LEGAL (SUPPORTING DOCUMENTS) Item# 125
This record series consists of the supporting documentation to the opinions that answer legal questions from all program areas involving questions of interpretation of Florida or federal law. See also "LITIGATION CASE FILES," and/or "OPINIONS: LEGAL (ATTORNEY)." These records may have archival value.

RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ORDINANCES Item# 228
This record series consists of 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," and/or "ORDINANCES: SUPPORTING DOCUMENTS." These records may have archival value.

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ORDINANCES: SUPPORTING DOCUMENTS Item# 229
This record series consists of supporting documentation to the ordinance, which is a regulation of a general and permanent nature and enforceable as a local law. See also "ORDINANCES." These records may have archival value.

RETENTION:
a) Record copy. 5 years after adoption of ordinance.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ORGANIZATION CHARTS Item# 126
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.

RETENTION:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS Item# 129
This record series consists of forms authorizing direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care, etc. See also "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

RETENTION:
a) Record copy. 4 calendar years after final action provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
PAYROLL RECORDS: LEDGERS  
Item# 183  
This record series consists of a report which reflects 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 RECORDS,” “EXPENDITURE REPORTS,” all “PAYROLL RECORDS,” and/or “SOCIAL SECURITY CONTROLLED SUMMARY RECORDS.”  
RETENTION:  
a) Record copy.  3 fiscal years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

PAYROLL RECORDS: REGISTERS (NOT POSTED)  
Item# 214  
This record series consists of any payroll record not posted to the employee’s applicable retirement plan, in any format (plus indices, if applicable), which are used to document payment for retirement or other purposes during an employee’s duration of employment and also lists each rate(s) of pay. See also “ATTENDANCE RECORDS: LEAVE INDEX,” “PAYROLL RECORDS: REGISTERS (POSTED),” and/or “SOCIAL SECURITY CONTROLLED SUMMARY RECORDS.”  
RETENTION:  
a) Record copy.  50 calendar years.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

PAYROLL RECORDS: REGISTERS (POSTED)  
Item# 35  
This record series consists of any payroll record posted to the employee’s applicable retirement plan, in any format (plus indices, if applicable), which are used to document payment for retirement or other purposes during an employee’s duration of employment and also lists each rate(s) of pay. Please note that the information in this record series should be posted to an applicable retirement plan. See also “ATTENDANCE RECORDS: LEAVE INDEX,” “PAYROLL RECORDS: REGISTERS (POSTED),” and/or “SOCIAL SECURITY CONTROLLED SUMMARY RECORDS.”  
RETENTION:  
a) Record copy.  4 years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

PAYROLL RECORDS: SUPPORTING DOCUMENTS  
Item# 195  
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. See also other “PAYROLL RECORDS.”  
RETENTION:  
a) Record copy.  3 calendar years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

PERIODIC PROGRESS REPORTS: INTERNAL  
Item# 36  
This record series consists of internal progress reports. The series may also include supporting documents which are accumulated in compiling, reviewing, and submitting the reports. See also “SURVEYS/ STUDIES: INTERNAL.”  
RETENTION:  
a) Record copy.  Retain until obsolete, superseded or administrative value is lost.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

PERMITS: BUILDING  
Item# 286  
This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas or mechanical work. Included in this series are the supporting documents and other permits which may be issued for construction or improvements to existing structures. See also “PERMITS/ BUILDING: APPLICATIONS.” Refer to Chapters 125, 553 and 713, F.S.  
RETENTION:  
a) Record copy.  15 years provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

PERMITS: CONFINED SPACE  
Item# 284  
This record series consists of a canceled entry permit which documents the following: the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems which are encountered during entry should be documented on the permit at the conclusion of work. Refer to 29 CFR 1910.146.
RETENTION:

a) Record copy. 1 year after expiration of Certificate of Approval.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERMITS: SIGNS  

Item# 288

This record series consists of permits issued for installing/erecting signs. Included in this series are the applications and supporting documents. Refer to Chapters 125, 166 and 479, F.S.

RETENTION:

a) Record copy. 3 years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERMITS/ BUILDING: APPLICATIONS  

Item# 285

This record series consists of an application which is completed when a licensed building contractor or mechanical contractor applies to construct structures of any nature. The application shows the date, the location, type of structure and plans, if required. The application may also include permits for gas, plumbing, electric and construction projects. See also “PERMITS: BUILDING.”

RETENTION:

a) Record copy. 5 years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE  

Item# 98

This record series consists of both sustained formal or informal disciplinary cases investigated that allege employee misconduct and/or violate department regulations and orders, state and federal statutes, and local ordinances. The records are kept in a separate file from the employee personnel file. It includes, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. “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. This record series can also consist of formal or informal disciplinary cases that were determined as not sustained, unfounded, or exonerated charges. The final action summary becomes part of the employee personnel file. See also other “PERSONNEL RECORDS.”

RETENTION:

a) Record copy. 5 years after final action.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM  

Item# 19

This record series consists of an application for employment, resume, personnel action reports, directly related correspondence, oath of loyalty, fingerprints, medical examination reports, performance evaluation reports, worker’s compensation reports, and other related materials within the Florida Retirement System (FRS). (Note: Contact your agency’s Personnel Office prior to destruction in case they want to review the records). See also “DRUG TEST CASE FILES,” “EMPLOYMENT EXAMINATION RECORDS,” and other “PERSONNEL RECORDS.”

RETENTION:

a) Record copy. 25 years after separation or termination of employment.
b) Duplicates. 1 year after termination of employment.

PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM  

Item# 162

This record series consists of an application for employment, resume, personnel action reports, directly related correspondence, oath of loyalty, fingerprints, medical examination reports, performance evaluation reports, worker’s
compensation reports, and other related materials that do not come under the Florida Retirement System (FRS). *(Note: Contact your agency’s Personnel Office prior to destruction in case they want to review the records).* See also “DRUG TEST CASE FILES,” “EMPLOYMENT EXAMINATION RECORDS,” and other “PERSONNEL RECORDS.”

**RETENTION:**

a) Record copy. 50 years after termination of employment.
b) Duplicates. 1 year after termination of employment.

**PERSONNEL RECORDS: OPS/ VOLUNTEERS/ TEMPORARY EMPLOYMENT**

Item# 66

This record series consists of all information relating to each O.P.S., volunteer or temporary employee within an agency. Also, records may include an employment application and/or resume, personnel action forms and any correspondence relating to that individual. Volunteer employment may include, but are not limited to, name, address, and schedule of volunteer; training records; and emergency contact information. Temporary employment may include personnel from a local employment agency. See also “EMPLOYMENT EXAMINATION RECORDS,” and/or other “PERSONNEL RECORDS.”

**RETENTION:**

a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PERSONNEL RECORDS: SCHEDULES**

Item# 289

This record series consists of any scheduling documentation for shift or part time employees. These records may include hours scheduled to work, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

**RETENTION:**

a) Record copy. 1 fiscal year provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PETTY CASH DOCUMENTATION RECORDS**

Item# 202

This record series consists of receipts, bills and monthly balances indicating amount needed for replenishing this revolving account. See also “ACCOUNTS PAYABLE RECORDS,” and/or “ACCOUNTS RECEIVABLE RECORDS.”

**RETENTION:**

a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**POSITION DESCRIPTION RECORDS**

Item# 38

This record series consists of specifically assigned duties and responsibilities for a particular position, which may include, but are not limited to, the identification of 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/or working conditions.

**RETENTION:**

a) Record copy. 2 years after superseded provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**POSTAGE RECORDS**

Item# 133

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance and purpose. It also includes postage meter books and daily balance sheets. The carbon copies from a United Parcel Service, Federal Express Service or other type express mail package sent by one agency to another agency, or the public, would also fit within this series. See also “MAIL: REGISTERED AND CERTIFIED RECEIPTS,” “MAIL: UNDELEIVERABLE FIRST CLASS,” and/or “MAILING LISTS.”

**RETENTION:**

a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**PROBATION RECORDS**

Item# 320

This record series consists of case files of persons placed on county probation by the county courts and supervised by the contracted agency (such as the Salvation Army Correctional Services). The series includes copies of legal orders (originals filed with Clerk of Court), originals of case notes and correspondence, copies of receipts for monies collected for fines, restitution and cost of supervision, and reports from various agencies regarding client’s progress in counseling areas such as drug, alcohol and mental health. All records (with the exception of those filed with the Clerk of Court as stated above) are maintained/stored in the offices of the contracted agency.
RETENTION:
   a) Record copy.  5 calendar years after case closed.
   b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROCLAMATIONS  Item# 142
This record series consists of an expression of a governing body concerning an expression of a temporary character such as a proclamation declaring “Secretaries Day.” The series may also include, but is not limited to, correspondence, memorandum, public input, sample proclamations, drafts and letters of support. See also “CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS,” and/or “DIRECTIVES/POLICIES/PROCEDURES.” These records may have archival value.

RETENTION:
   a) Record copy.  2 calendar years after date of issuance.
   b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROJECT FILES: CAPITAL IMPROVEMENT  Item# 136
This record series consists of correspondence or memoranda (incoming and outgoing), drawings (or preliminary drawings), resolutions, narratives, budget revisions, survey information, change orders, computer runs and reports, all pertaining to capital improvement projects, construction and contract specifications for various proposed projects sent out for bid. The files may contain materials relating to specific projects, such as convention center, municipal/county library, provided by the agency. See also “PROJECT FILES: FEDERAL,” and/or “PROJECT FILES: NON-CAPITAL IMPROVEMENT.”

RETENTION:
   a) Record copy.  15 fiscal years after completion of project.
   b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROJECT FILES: FEDERAL  Item# 137
This record series consists of original approved federal project contracts, agreements, awards, and 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/RECIPIENT,” “PROJECT FILES: CAPITAL IMPROVEMENT,” and/or “PROJECT FILES: NON-CAPITAL IMPROVEMENT.”

RETENTION:
   a) Record copy.  5 fiscal years after completion of project provided applicable audits have been released.
   b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROJECT FILES: NON-CAPITAL IMPROVEMENT  Item# 138
This record series consists of correspondence or memoranda (incoming and outgoing), resolutions, narratives, budget revisions, survey information, change orders, computer runs and reports, all pertaining to non-capital improvement projects and contract specifications for various proposed projects which may or may not be sent out for bid. The files may contain materials relating to specific projects provided by the agency. See also “GRANT FILES: GRANTOR AGENCY/RECIPIENT,” “PROJECT FILES: CAPITAL IMPROVEMENT,” and/or “PROJECT FILES: FEDERAL.”

RETENTION:
   a) Record copy.  5 fiscal years after completion of project provided applicable audits have been released.
   b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROJECT FILES: OPERATIONAL  Item# 291
This record series consists of, but is not limited to: work orders which identify department/agency requesting work/service; logs; project schedules, correspondence relating to the project, names of employees involved in project, equipment used, project tracking logs/reports, and other related information regarding the project such as fiscal year or year-end project costs.

RETENTION:
   a) Record copy.  3 fiscal years provided applicable audits have been released.
   b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROMOTION RECORDS  Item# 139
This record series consists of an application for promotion (advertised by the agency as open enrollment), any promotional level tests and the test results for employees. See also “APPLICATIONS: EMPLOYMENT (NOT HIRED),” “EMPLOYMENT ELIGIBILITY LIST,” “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” and/or “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM.”
RETENTION:

a) Record copy. 2 calendar years after selection is finalized or confirmed.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC INFORMATION FILES

This record series consists of speeches and drafts, contact prints, negatives, enlargements from negatives and transparencies created as illustrations in agency publications or as visual displays of agency activities. See also “NEWS RELEASES,” and/or “PUBLICATIONS AND MEDIA ITEM RECORDS.” These records may have archival value.

RETENTION:

a) Record copy. 90 days.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLIC PROGRAM/ EVENT RECORDS

This record series consists of files of various agency-provided or sponsored events or programs which are available to the public or segments of the public. The files may include, copies of contracts or agreements, participant or performer information, program details and arrangements, photo or video tapes. These records relate to events on behalf of the agency and may be staged by a contractor or vendor.

RETENTION:

a) Record copy. 5 fiscal years after completion of contract provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PUBLICATIONS AND MEDIA ITEM RECORDS

This record series consists of records used to generate publications created by the agency, such as catalogs, pamphlets and leaflets and other media items including rough, blue lined, and final copies. See also “NEWS RELEASES,” and/or “PUBLIC INFORMATION FILES.” These records may have archival value.

RETENTION:

a) Record copy. Retain until receipt of final copy.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PURCHASING RECORDS

This record series consists of copies of purchase orders which are retained by the Purchasing Department or originating office while another is sent to the appropriate vendor for action. Included in this series is a log of outstanding and paid requisitions and purchase orders which are used for cross-referencing purposes. The series may also include requisitions which are sent by the originating office to supply, purchasing, graphics, duplicating or other sections for action. See also “ACCOUNTS PAYABLE RECORDS,” and/or “ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS.”

RETENTION:

a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RADIO LOGS

This record series consists of a log which records 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.

RETENTION:

a) Record copy. 1 fiscal year.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RAIN CHECKS

This record series consists of rain checks issued after patrons have paid an entry fee. The rain check states the date of service issued, the expiration date, and the name of the staff member issuing the rain check.

RETENTION:

a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

REAL-ESTATE RECORDS: CONDEMNATION/ DISPOSAL

This record series consists of all records related to the condemnation or disposal of real estate owned by a public agency. Records related to the acquisition of the property are scheduled elsewhere. This series does not include property or easement vacating. See also “APPRAISALS: LAND (PURCHASED).” These records may have archival value.
FLORIDA DEPARTMENT OF STATE
GENERAL SCHEDULE FOR LOCAL GOVERNMENTS GS1-L

RETENTION:
a) Record copy. 3 fiscal years after final action provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS Item# 322
This record series consists of records disposition compliance forms that are initiated by the Bureau of Archives and Records Management and sent to all public agencies on an annual basis. The forms include questions regarding an agency’s records disposition compliance with s. 119.041(1), F.S.; s. 257.36(5), F.S.; s. 257.36(6), F.S.; Rule 1B-24.003(10), F.A.C.; and Rule 1B-24.003(12), F.A.C. Each agency receives the form at the end of their fiscal year. The forms are to be included in a report that will be submitted to the governor and legislature at the end of each calendar year. See also “RECORDS DISPOSITION DOCUMENTATION,” and/or “RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC.”

RETENTION:
a) Record copy. 1 fiscal year.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RECORDS DISPOSITION DOCUMENTATION Item# 45
This record series consists of records disposition documentation that is in accordance with Chapters 119 and 257, F.S.
NOTE: Effective February 20, 2001, all records dispositions should receive final authorization from the agency records management custodian and/or designee. These records may also include disposal or transfer authorizations from records owner/custodian. Prior to February 20, 2001, all records disposition requests received final authorization from the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management. See also “RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS,” and/or “RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC.”

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC Item# 68
This record series consists of the approved records retention schedules that are submitted to the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management, requesting retention requirements of public records in accordance with Chapters 119 and 257, F.S. See also “RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS,” and/or “RECORDS DISPOSITION DOCUMENTATION.”

RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RECORDS RETRIEVAL/REFERENCE RECORDS Item# 295
This record series consists of records management and archival pull slips, reference and records retrieval and re-file requests. These documents may note when a file, box, or item was removed from its storage location to be delivered to the referring party. The forms may also identify what records were pulled, on what date, by whom, for whom, when the records were picked up or delivered, when the item(s) were returned, by whom, if anything was missing, where it was re-filed and by whom.

RETENTION:
a) Record copy. Retain until obsolete, superseded or administrative value is lost.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

REGISTRATION RECORDS: EVENTS Item# 296
This record series consists of registration information for events such as parks and recreation events, arts and crafts classes, athletic leagues or sports clinics, animal obedience classes, library programs, parenting classes, CPR training, and any other events that the public can register to participate in or attend. The series may include a completed registration form for events (such as summer/day camp) which may consist of the participants personal information such as name, address, home telephone number, date of birth, parental information, current medications, allergies, physician information, medical release, liability release, sign in/out forms, etc. NOTE: Some records may contain confidential or non-public information which may be exempt from public inspection.

RETENTION:
a) Record copy. 4 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
RESOLUTIONS
This record series consists of an expression of a governing body concerning administrative matters or a provision for the disposition of a particular item of the administrative business of a governing body or organization. See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and/or "RESOLUTIONS: SUPPORTING DOCUMENTS." These records may have archival value.
RETENTION:
  a) Record copy. Permanent.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RESOLUTIONS: SUPPORTING DOCUMENTS
This record series consists of documentation which supports the creation of a resolution by 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/or "RESOLUTIONS."
RETENTION:
  a) Record copy. 3 calendar years after date of issuance.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RESPIRATOR FIT TESTING RECORDS
This record series consists of documents required by OSHA for employees subject to negative pressure respirator fit testing. The records may contain: a copy of the protocol selected for respirator fit testing; a copy of the results of any testing; the size and manufacturer of the types of respirators available for selection; the date of the most recent fit testing; the name and social security number of tested employee; and the respirator type and face piece selected. Refer to 29 CFR 1910.1048(o).
RETENTION:
  a) Record copy. Retain until next testing.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SAFETY INSPECTION RECORDS
This record series consists of reports, logs and summaries that may be required pertaining to employees, equipment, materials and facilities safety, and may include requirements imposed by other agencies. See also "DISASTER PREPAREDNESS RECORDS: DRILLS."
RETENTION:
  a) Record copy. 4 calendar years after inspection provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SALARY COMPARISON REPORTS
This record series consists of data compiled to provide a method of comparing job/position descriptions, educational requirements, and salaries with similar positions within the agency and with positions in outside agencies. See also "POSITION DESCRIPTION RECORDS," and/or "SALARY SCHEDULES."
RETENTION:
  a) Record copy. 1 fiscal year provided applicable audits have been released.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SALARY SCHEDULES
This record series consists of a pay grade comparison chart or log indicating the salary classification for each position. See also "POSITION DESCRIPTION RECORDS," and/or "SALARY COMPARISON REPORTS." These records may have archival value.
RETENTION:
  a) Record copy. 10 fiscal years.
  b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

SEARCH COMMITTEE RECORDS
This record series consists of minutes, reports, resumes, interview score sheets, interview results, list of priority hires, a personnel requisition, references of applicants, and the affirmative action compliance report. These records may have archival value.
RETENTION:
  a) Record copy. 180 days.
  b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
SECURITY CHECKS
Item# 299
This record series consists of security checks for potential new hires and promotions. The checks may include a background and driver’s license screening, reference check, and verification of academic standing. These files may include notices of not being hired based on the outcome of a security check and an opportunity for rebuttal. The supporting documentation consists of fingerprint cards, copy of the driver’s license, copy of the transcript release form, returned form reference letters, and other necessary information. See also “APPLICATIONS: EMPLOYMENT (NOT HIRED),” “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” and/or “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM.”
RETENTION:
a) Record copy. 2 years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SIGNATURE AUTHORIZATION RECORDS
Item# 300
This record series consists of forms which authorize an individual to sign purchase orders, credit cards, paychecks, to accept packages, or to complete other types of agency business. These records are updated as deemed necessary by the agency.
RETENTION:
a) Record copy. 1 fiscal year after obsolete or superseded.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS
Item# 144
This record series consists of an agency's copy of the State's FICA report. The report lists the total taxable wages plus the amount withheld from employee wages plus employer’s contribution. See also “PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS,” and/or “PAYROLL RECORDS: REGISTERS (POSTED).”
RETENTION:
a) Record copy. 4 calendar years after due date of tax provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)
Item# 301
This record series consists of construction plans/drawings for proposed and approved subdivisions which were submitted by the developer to the Planning Department. The plans/drawings are reviewed by the Development Review Committee (DRC) 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. It also includes, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. The construction plans/drawings also contain the legal description for the proposed subdivision.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SURVEILLANCE VIDEO TAPES
Item# 302
This record series consists of surveillance video tapes created to monitor activities occurring both within and outside of public buildings. The agency should create an internal management policy deciding which images should be retained for further investigation. This tape may play an integral part in prosecution or disciplinary actions.
RETENTION:
a) Record copy. 30 days.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SURVEYS: AERIAL
Item# 303
This record series consists of aerial survey records which include, but are not limited to, negatives, prints and other supporting documentation.
RETENTION:
a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SURVEYS/ STUDIES: INTERNAL
Item# 30
This record series consists of raw data and work papers for any survey conducted to study management issues such as client/patron/employee satisfaction and service improvement. The data may include survey response cards, the results of telephone polls, tally sheets, opinion cards for suggestion boxes, and other records related to the study of operations. This does not include a consultant report. The final computation of the data is produced as a survey report and may be
scheduled either as part of “Feasibility Study Records,” or “Operational and Statistical Report Records: Office,” depending on the nature and depth of the survey/study.

**RETISSION:**
- a) Record copy. 1 calendar year after final data or report released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)**  
Item# 304

This record series consists of DR Form 418 exemptions for Ad Valorem Taxes on economic development proposals and plans.

**RETISSION:**
- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TELEPHONE CALL RECORDS: LONG DISTANCE**  
Item# 28

This record series consists of documentation and logs of long distance calls or fax’s which are recorded to reconcile with long distance telephone bills/service. The series does not include telephone message books/records.

**RETISSION:**
- a) Record copy. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TOURIST DEVELOPMENT TAX RECORDS**  
Item# 305

This record series consists of any documents relating to the collection of the levy that is imposed by counties on persons who rent, lease or let for consideration and living quarters or accommodations in any motel, apartment motel, apartment hotel, resort motel, apartment boarding house, mobile home park, recreational vehicle park or condominium for a term of six (6) months or less. Refer to s. 95.091 and s. 125.0104, F.S. for more information.

**RETISSION:**
- a) Record copy. 7 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TRAFFIC ACCIDENT REPORTS/ INDEX**  
Item# 306

This record series consists of copies of traffic accident reports provided by law enforcement to the city/county engineering department. These reports are used for studies in determining when a traffic light, stop sign, caution light, or other type device should be placed at an intersection, street or other type roadway. The information may also be indexed and maintained in the agency’s computer system for 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 and street name, the number of accidents for a particular street, and other related information.

**RETISSION:**
- a) Record copy. 4 calendar years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TRAINING MATERIAL RECORDS**  
Item# 147

This record series consists of materials used in training, such as films, slides, commentaries, manuals, workbooks and other related items. The record series does not include individual training records. Check with applicable training agencies (i.e. state and federal agencies, etc.) for these retention requirements. See also “TRAINING RECORDS.”

**RETISSION:**
- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**TRAINING RECORDS**  
Item# 148

This record series consists of a record for each employee in the department/agency which may include all educational and training records of the employee. The series includes: OSHA required blood borne pathogen training records, Right-To-Know training, equipment usage, sensitivity/multicultural training, continuing education, tuition assistance and in-house training records. See also “PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM,” and/or “PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM.”

**RETISSION:**
- a) Record copy. 3 fiscal years after completion of training.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
TRAINING RECORDS: ASBESTOS  
Item# 307  
This record series consists of the dates, contents of the asbestos training program, summary data, the trainer’s name and qualifications, and the names and job titles of all persons attending the training. Refer to 29 CFR 1910.1001(m).  
RETENTION:  
a) Record copy. 1 year after termination, retirement, or separation of employment.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.  

TRAINING RECORDS: BREATH ALCOHOL  
Item# 308  
This record series consists of the documentation related to the education and training of breath alcohol technicians (BAT), screening test technicians, supervisors, and drivers in the regulations, rights, and responsibilities of the Federal Department of Transportation’s controlled substances and alcohol use and testing program as defined in 49 CFR 382 and 40. The documentation may include, but is not limited to: certification that any training conducted under this part complies with federal requirements, certification of compliance with 49 CFR 382.601 including the driver’s signed receipt for educational materials, copies of employer’s policies regarding alcohol and controlled substance misuse. In addition, this documentation should demonstrate that supervisors were educated on determining the need for testing based on reasonable suspicion. Refer to 49 CFR 382.401. and 49 CFR 40.83.  
RETENTION:  
a) Record copy. 2 years after ceasing to perform those functions which required training.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.  

TRANSITORY MESSAGES  
Item# 146  
This record series consists of those records created primarily for the communication of information, as opposed to communications designed for the perpetuation of knowledge. Transitory messages do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. The informal tone of transitory messages might be compared to the communication that might take place during a telephone conversation or a conversation in an office hallway. Transitory messages would include, but are not limited to: E-mail messages with short-lived, or no administrative value, voice mail, self-sticking notes, and telephone messages.  
RETENTION:  
a) Record copy. Retain until obsolete, superseded or administrative value is lost.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.  

UNCLAIMED PROPERTY RECORDS  
Item# 309  
This record series consists of the forms required by the State Comptroller’s Office for the registration of unclaimed or abandoned tangible or intangible property held by another public agency. These forms are required by s. 717.1311(1), F.S. The agency holding the unclaimed or abandoned property is required to maintain a list of the specific type of property, amount, name, and last known address of the owner.  
RETENTION:  
a) Record copy. 5 calendar years after the property becomes reportable.  
b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.  

UNEMPLOYMENT COMPENSATION RECORDS  
Item# 149  
This record series consists of reports submitted to the State on a quarterly basis stating 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 pertinent information which is retained by the State for determination of unemployment benefits due to applicants for same. It also includes receipts and statements of charges.  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.  

UTILITY CUSTOMER RECORDS  
Item# 170  
This record series consists of individual account records, meter cards and readings, payment receipts and deposit records for utility services. See also “ACCOUNTS PAYABLE/ RECEIVABLE SUMMARY RECORDS,” and/or “ACCOUNTS RECEIVABLE RECORDS.”  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
VEHICLE MAINTENANCE/ USAGE RECORDS
Item# 53
This record series consists of, but is not limited to, all records/logs/activity pertaining to vehicle maintenance and usage for gas, tires, repairs, fuel reports, vehicle usage activity, etc. used for agency cars. See also “VEHICLE RECORDS.”
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VEHICLE RECORDS
Item# 154
This record series consists of all records pertaining to each vehicle owned by the agency. The series includes the vehicle registration papers, title, contracts, warranties, inspection information, maintenance agreements, credit card information, confidential tag issuance information and any other documentation relating to the vehicle. See also “VEHICLE MAINTENANCE/ USAGE RECORDS.”
RETENTION:
a) Record copy. 1 year after disposition of vehicle provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

VERIFICATION RECORDS: ATTENDANCE/ EMPLOYMENT/ ENROLLMENT
Item# 243
This record series consists of written replies created in response to requests made to public agencies for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also apply to logs that are created in order to record the number of telephone inquiries for such verification and responses that are made verbally over the telephone.
RETENTION:
a) Record copy. 90 days.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

W-2 FORMS
Item# 157
This record series consists of information reported from employer to employee concerning total wages paid during previous year. The information includes name, address, social security number, gross income, amount of federal tax and social security withheld. The retention period for the record copy was established pursuant to Section 26 CFR 31.6001-1(2). See also “W-4 FORMS,” “W-9 FORMS,” “941-E FORMS,” “1096 REPORTS,” “1099 FORMS,” and/or “1099 REPORTS.”
RETENTION:
a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

W-4 FORMS
Item# 158
This record series consists of information reported from employee to employer concerning dependent deductions claimed. The information includes name, address, social security number, marital status, and number of dependents claimed. The retention period for the record copy was established pursuant to Section 26 CFR 31.6001-1(2). See also “W-2 FORMS,” “W-9 FORMS,” “941-E FORMS,” “1096 REPORTS,” “1099 FORMS,” and/or “1099 REPORTS.”
RETENTION:
a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

W-9 FORMS
Item# 178
This record series consists of the information used in creating the 1099 report that is given to the customer and the Internal Revenue Service (IRS). The customer certifies backup withholding status and reporting number. See also “W-2 FORMS,” “W-4 FORMS,” “941-E FORMS,” “1096 REPORTS,” “1099 FORMS,” and/or “1099 REPORTS.”
RETENTION:
a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

WORK ORDERS
Item# 141
This record series consists of information reflecting the individual history of major or minor maintenance or services requiring a work order request. Work order includes dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and pertinent details. This item does not include equipment maintenance records. See also “EQUIPMENT MAINTENANCE/ USAGE RECORDS.”
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
WORKERS’ COMPENSATION RECORDS  
This record series consists of the first report of injury and the employer's supplemental reports including, if used, OSHA Form No. 200 as well as its predecessor forms No. 100 and 102 and OSHA Form No. 101. These records are created pursuant to s. 440.09, F.S. and OSHA standards 1904.2, 1904.4, and 1904.5. See also "INJURY RECORDS."

RETENTION:

a) Record copy. 5 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ZONING VARIANCE RECORDS  
This record series consists of the zoning variance request, a copy of the final disposition and all other supporting documents such as determining records for zoning variances.

RETENTION:

a) Record copy. Permanent.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

941-E FORMS  
This record series consists of reports submitted to the Department of Treasury - Internal Revenue Service (IRS). See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "1096 REPORTS," "1099 FORMS," and/or "1099 REPORTS."

RETENTION:

a) Record copy. 4 calendar years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

1096 REPORTS  
This record series consists of the annual report an agency files with the Department of Treasury - Internal Revenue Service (IRS) for previous year's interest income paid to recipients. See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "941-E FORMS," "1099 FORMS," "1099 REPORTS," and/or "1099-INT FORMS."

RETENTION:

a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

1099 FORMS  
This record series consists of a form required to be filled out and sent to the Department of Treasury - Internal Revenue Service (IRS) for an over collection of employer tax, under Section 31.01, C.F.R. The retention period for the record copy is pursuant to Section 26 CFR 31.6001-1. See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "941-E FORMS," "1096 REPORTS," "1099 REPORTS," and/or "1099-INT FORMS."

RETENTION:

a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

1099 REPORTS  
This record series consists of the employer filing an annual report to the Department of Treasury - Internal Revenue Service (IRS) for previous year's refund of employees. The retention period for the record copy was established pursuant to Section 26 CFR 31.6001-1. See also "W-2 FORMS," "W-4 FORMS," "W-9 FORMS," "941-E FORMS," "1096 REPORTS," "1099 REPORTS," and/or "1099-INT FORMS."

RETENTION:

a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

1099-INT FORMS  
This record series consists of information reported from the agency to recipients concerning total interest income paid during the previous year. The information includes name, address, recipient's identification of social security number and total interest income paid to recipient. See also "1099 FORMS," and/or "1099 REPORTS."

RETENTION:

a) Record copy. 4 calendar years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
CROSS REFERENCE

A

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 LIBRARY ACQUISITION RECORDS (Item #77)

ACCIDENT RECORDS: FATALITY
 ACCIDENT RECORDS (Item #78)

ACCIDENT RECORDS: NON-FATALITY
 ACCIDENT RECORDS (Item #78)

ACCOUNTS PAYABLE/ RECEIVABLE RECORDS: SUPPORTING DOCUMENTS
 ACCOUNTS PAYABLE RECORDS (Item #121)
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ANNUAL FINANCIAL REPORTS
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ATTENDANCE RECORDS: OPS/ TEMPORARY EMPLOYMENT
 PERSONNEL RECORDS: OPS/ VOLUNTEERS/ TEMPORARY EMPLOYMENT (Item #66)

ATTENDANCE RECORDS: VOLUNTEERS
 PERSONNEL RECORDS: OPS/ VOLUNTEERS/ TEMPORARY EMPLOYMENT (Item #66)

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CROSS REFERENCE (continued)

B

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BANK STATEMENTS  
BANK STATEMENTS: RECONCILIATION (Item #85)

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