

State of Florida

GENERAL RECORDS SCHEDULE GS7 FOR PUBLIC SCHOOLS Pre-K-12, ADULT & VOCATIONAL/TECHNICAL



JUNE 1998

Florida Department of State
State Library and Archives of Florida

(850) 245-6750 Suncom 205-6750

<http://dlis.dos.state.fl.us/RecordsManagers>

NOTICE REGARDING RETENTION OF FINANCIAL RECORDS:

Please be advised that retention requirements for financial records stated in this General Records Schedule or in your agency's individual retention schedules may be superseded by retention requirements for financial records as stated in the *General Records Schedule GS1-SL for State and Local Government Agencies* issued November 1, 2006. Please refer to the following items from the GS1-SL and apply them to your financial records where applicable:

DISBURSEMENT RECORDS: DETAIL, Item #340
DISBURSEMENT RECORDS: SUMMARY, Item #341
FINANCIAL HISTORY SUMMARY RECORDS, Item #347
PURCHASING RECORDS, Item #42
RECEIPT/REVENUE RECORDS: DETAIL, Item #365
RECEIPT/REVENUE RECORDS: SUMMARY, Item #366

In addition, the following items from the GS1-SL may cover many of your other financial-related records and should be used where applicable:

AUTOMATED ACCOUNTING SYSTEM REPORTS, Item #50
BANK STATEMENTS: RECONCILIATION, Item #85
BUDGET RECORDS: APPROVED ANNUAL BUDGET, Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS, Item #88
EXPENDITURE PLANS: CAPITAL IMPROVEMENT, Item #208
FINANCIAL ACCOUNT AUTHORIZATION RECORDS, Item #84
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT), Item #107
FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT) (SUPPORTING DOCUMENTS), Item #108
FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT), Item #317
VOUCHERS: FEDERAL PROJECTS PAID, Item #156

ABSENTEE EXCUSES AND ADMISSION SLIPS

Item# 1

This record series consists of notes from parents or guardians concerning excuses and admissions to classes.

RETENTION:

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 Retain until obsolete, superseded or administrative value is lost.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 Retain until obsolete, superseded or administrative value is lost.

ABUSE/NEGLECT RECORDS

Item# 110

This record series consists of Department of Children and Families (formerly HRS) reporting forms for suspicion of child abuse or neglect. The Department of Children and Families has the record copy, which is filed in a child abuse investigation case file. The district maintains a duplicate copy.

RETENTION:

- a) Record copy. 1 years after closed
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

ACCESS LOG: STUDENT EDUCATION RECORDS

Item# 111

This record series consists of an access log maintained on those individuals outside of district staff who access a student's cumulative folder. The log notes the name of individual who has gained access and under what authority. Furthermore the log may record the individual's employer, a law enforcement officer's badge number, or other elements of identification. The retention is based on 34 CFR 99.32, which requires that: "(a)(1) An educational agency or institution shall maintain a record of each request for access to and each disclosure of personally identifiable information from the education records of each student. (2) The agency or institution shall maintain the record with the education records of the student as long as the records are maintained." See also "STUDENT EDUCATION RECORDS: CATEGORY A."

RETENTION:

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

ACCESS LOG: PERSONNEL RECORDS

Item# 112

This record series consists of a log of those individuals accessing a school district employee's personnel file. The log may record the time and date of access as well as the individual's purported name. *Please refer to s. 231.291 (2) (f), F.S.*

RETENTION:

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

ACCIDENT RECORDS

Item# 2

This record series consists of documentation of a student having an accident on school grounds, in the building or involved in school activities. These records may record when and where the accident took place as well as who was involved. Actions taken by staff might also be noted. These records **do not** document medical attention rendered by staff or volunteers.

RETENTION:

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

ACCREDITATION RECORDS: FINAL SELF-STUDY

Item# 5

This record series consists of a final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. See also "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS."

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCREDITATION RECORDS: SUPPORTING DOCUMENTS

Item# 6

This record series consists of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. Supporting documentation may include checklists, inventories, copies of policies/procedures/directives and correspondence. See also "ACCREDITATION RECORDS: FINAL SELF-STUDY."

RETENTION:

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

ADMINISTRATION AND AUTHORIZATION OF MEDICINE

Item# 113

This record series consists of a written notice from a parent or guardian authorizing the school to administer prescription and non-prescription medicine to their child in accordance with a prescription, directions, and district policies. The parent/guardian and doctor's names, addresses, and telephone numbers may be listed on the notice in case of emergency. This series may contain records which document the administration of medicine to a student including: the name of the medicine administered and by whom, the dosage, the child's name, the date and time, refusal of a student to take the medicine, and the quantity of drugs remaining. In child care settings, the series consists of a written authorization. This authorization requires the name of the child, medication, date/time/method of administering, and amount of dosage given. This form is signed by the adult who administered the drug. *Please refer to Florida Administrative Code Rule 10M-12.008, for child care settings.*

RETENTION:

- a) Record copy. 7 years.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

AGREEMENTS: EXPUNGE, DELETE, OR CORRECT STUDENT RECORD

Item# 114

This record series consists of a written agreement between the parent/guardian or adult student and the school official which attest that the student's cumulative record has been altered. This agreement need not note what the alteration was or what documents it may have effected. *Please refer to Florida Administrative Code Rule 6A-15.013 (5)(k)(3).*

RETENTION:

- a) Record copy. Permanent. Media optional.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS: FREE AND REDUCED PRICE MEALS

Item# 7

This record series consists of application forms for free and reduced price lunch, notices indicating the status of the application, and final decision of eligibility. This series applies to the National School Lunch Program, Special Milk Program, School Breakfast Program, and the Summer Food Service Program. *Please refer to 7 CFR 210.9-210.28, 215.7-215.12, 220.7-220.14, 225.6-225.16, and 226.6-226.22.*

RETENTION:

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

ARCHITECTURAL PLANS/SPECIFICATIONS: EDUCATIONAL/SCHEMATIC

Item# 8

This record series consists of those graphic and engineering educational specification and schematic drawing records that depict conceptual as well as precise measured information essential for the planning and construction of educational facilities.

RETENTION:

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

ARREST INFORMATION: STUDENT

Item# 115

This record series consists of information on a student provided by an arresting authority to a public school system pursuant to section 985.207, F.S. This series may consist of notification from the principal to the student's teachers, from the superintendent to the principal, as well as any forms from the law enforcement agency detailing the arrest. As specified by law, this information may not be placed in a student's permanent record.

RETENTION:

- a) Record copy. 9 months from date of arrest.
- b) Duplicate. Retain until obsolete, superseded, or administrative value is lost.

ATHLETIC ELIGIBILITY RECORDS

Item# 116

This record series consists of an eligibility form which attests to and is signed by teachers regarding a student's on-going academic eligibility for participation in athletic competitions. These forms are completed prior to competitions and may require the teacher to report the current grade of the student in his/her class. It may also allow teachers to comment on a student's attitude, attendance, or other non-academic factors used to determine participation in athletics.

RETENTION:

- a) Record copy. 6 months after the season ends
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost

ATTENDANCE RECORDS: STUDENT

Item# 9

This record series consists of records showing attendance of student at school. This series includes bubble sheets used to record attendance in class, rosters of absences and tardiness, as well as automated records of daily attendance. *Please refer to Florida Administrative Code Rule 6A-1.044, "Pupil Attendance Records."*

RETENTION:

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

BALLOTS: STUDENT ELECTIONS

Item# 117

This record series consists of ballots for student elections. These ballots may cover election of student government/club officials, and pageant winners and polling on resolutions or issues.

RETENTION:

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

BUS DRIVER RECORDS

Item# 118

This record series consists of driver's license checks from the records of the Florida Department of Transportation/Florida Department of Highway Safety and Motor Vehicles concerning the license of a district employed bus driver. This check may be done annually or after any incident so requiring an updated check. *Please refer to Florida Administrative Code Rule 6A-3.036.*

RETENTION:

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

BUS SCHEDULES/REPORTS

Item# 17

This record series consists of bus reports showing each stop location, the time of stop, and the estimated number of students boarding at that stop. These reports may be daily, weekly, or annual.

RETENTION:

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

CENSUS RECORDS: CARDS

Item# 19

This record series consists of census cards that are an official historic record of the student. See also "CENSUS RECORDS: REPORTS."

RETENTION:

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

CENSUS RECORDS: REPORTS

Item# 20

This record series consists of census reports that are an official historic record of the student. See also "CENSUS RECORDS: CARDS."

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.

CERTIFICATES: AGE

Item# 21

This record series consists of a certificate of age. This series has been discontinued by the FDOE although some certificates may in storage at the District level.

RETENTION:

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

CHARTER SCHOOL RECORDS

Item# 119

This record series consists of the documentation required for the granting of a charter school to an organization. Records may include, but are not limited to: a proposal/application with timetable; written findings on the denial of State Board recommendations; written decisions on approval or denial of the application by the School District; annual progress reports from the applicant; and the annual analysis and comparison of the charter school's overall performance by the School District. This series does not include the Charter, itself. See also GS1 "CHARTERS, AMENDMENTS, BYLAWS, AND CONSTITUTIONS."

RETENTION:

- a) Record copy. 2 years after charter expires, terminates, or is not renewed provided applicable audits are released and resolved,
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CLINIC LOG

Item# 120

This record series consists of a list of which children enter the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed. *Please refer to Florida Statute 95.11, for statute of limitations on medical malpractice.*

RETENTION:

- a) Record copy. 7 years.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost

COURSE OUTLINES

Item# 23

This record series consists of working outlines of the courses being taught in the schools. Outlines may include date of classes to be taught, subject matter and assignments, test dates, paper/project topics and due dates, and the office location and hours of the instructor.

RETENTION:

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

CURRICULUM FILES

Item# 24

This record series consists of curriculum course guides which establish requirements in the various areas of study showing philosophy, scope, approved instructional resources, objectives, methods of evaluation and hand books.

RETENTION:

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

DIPLOMAS/CERTIFICATES: STUDENT

Item# 121

This record series consists of student diplomas, certificates, or awards which are never collected by students or are returned to the school due to a wrong address.

RETENTION:

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

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

Item# 26

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports and decisions. Among the reports may be bus driver's reports on students' misbehavior on school buses. Each district should classify in policy what actions will be considered "major offenses." See also "EXPULSION RECORDS: STUDENT."

RETENTION:

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

DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

Item# 27

This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports and decisions. Among the reports may be bus driver's reports on students' misbehavior on school buses. Each district should classify in policy what actions will be considered "minor offenses."

RETENTION:

- a) Record copy. Retain until end of school year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost..

EMERGENCY NOTIFICATION RECORDS

Item# 122

This record series consists of documentation which may identify the emergency contact person for a student, the name and phone number of the family doctor, refusal of treatments, names of individuals allowed to remove the student from school, and any family code words used to identify persons with permission to remove the child. These records are updated annually or whenever necessary by the student, parent, or guardian.

RETENTION:

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

EXAMINATION MATERIALS: STANDARDIZED

Item# 28

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. Materials may include, but are not limited to, test answer sheets, exam booklets, directions for administering the test, grading scales or keys, and other testing protocols. This record series may include the California Achievement Test, SAT/ACT/ASVAB, and any standardized tests (mandated locally) administered by the teacher. This series does not include psychological testing materials.

RETENTION:

- a) Record copy. Retain until 90 days after the test results are posted to the student record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL

Item# 123

This record series consists of materials used during the administration and recording of standardized psychological, social, and educational evaluations and tests to facilitate measuring student's strengths and deficits for educational programming and planning. Materials may include, but are not limited to: test protocols and booklets, student written responses, examiner observations and assessment notes, parent and/or teacher behavior rating scales. This record series may include the test booklets for the Wechsler Intelligence Scales, the Stanford-Binet Intelligence Scale, the Woodcock-Johnson Psychoeducational Batteries, adaptive and behavior rating scales, the Kaufman Test of Educational Achievement, and any standardized tests administered by the school's psychologist, social worker, guidance counselor, the speech and language diagnostician, and other educational diagnosticians

RETENTION:

- a) Record copy. Retain for 3 years after the test results are entered in to the student record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATION REPORTS: STANDARDIZED

Item# 29

This record series consists of those general statistical reports produced as a result of the administration of a standardized examination. These reports might show the percentage of students who passed or failed, areas of general weakness by age or grade level, or statistics produced which demonstrate racial/gender/or development patterns. These reports do not contain student specific results but are numerical comparisons, attendance lists, and other general data.

RETENTION:

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

EXAMINATION RESULTS: STANDARDIZED

Item# 124

This record series consists of the final results of a student's performance on a standardized test other than the SSAT. A copy of these results may be sent home with the student. This series does not include the results of practice tests or psychological testing.

RETENTION:

- a) Record copy. Retain until posted to the student record
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost

EXCEPTIONAL STUDENT EDUCATION RECORDS

Item# 125

This record series consists of a wide variety of information on an individual student tested for or enrolled in an Exceptional Education Program. These files may include, but are not limited to: staffing checklists or forms; Individual Education Plans (IEPs); Educational Plans (EPS); Family Support Plans (FSPs); parent invitations to attend IEP meetings; notices of re-evaluation; notice of a diploma option; formal notice of denial (into the program, to initiate a formal evaluation, to include a requested component of the IEP, and to make a program or placement change); case histories showing reasons for a student's removal from the regular classroom; parent consent form for testing; and evaluation and re-evaluation reports. These records are used in the FTE audit process and are part of Category B information - BUT HAVE A LONGER RETENTION REQUIREMENT THAN OTHER CATEGORY B INFORMATION. *Please refer to 34 CFR 300.560-300.577 and s. 1415(b) of 20 USC Chapter 33. SEE ALSO "EXAMINATION MATERIALS: STANDARDIZED PSYCHOEDUCATIONAL."*

RETENTION:

- a) Record copy. 5 years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released and resolved.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost

EXPULSION RECORDS: STUDENT

Item# 31

This record series consists of suspension notices stating the reasons therefore, investigative reports, notice of hearing, transcript, recommendations, and final outcome. See also "DISCIPLINE RECORDS: STUDENT (FINAL ACTION)" and/or "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE).

RETENTION:

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

FALL STAFF SURVEYS

Item# 33

This record series consists of backup materials, ESE 058 (formerly EEO-5), and supporting documents.

RETENTION:

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

FEDERAL CASH ADVANCE RECONCILIATION RECORDS

Item# 34

This record series consists of information on the receipts and distribution or return of funds.

RETENTION:

- a) Record copy. 3 fiscal years after completion or reconciliation provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FEDERAL COMPENSATORY EDUCATION RECORDS

Item# 35

This record series consists of records of the amount and disposition of all Chapter I funds including records which document the portion of cost provided from non-Chapter I funds and other records that record compliance with Chapter I requirements.

RETENTION:

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

FEDERAL IMPACT AID RECORDS

Item# 36

This record series consists of applications and records and supporting documents for eligibility under Public Law 874 and 815.

RETENTION:

- a) Record copy. 5 fiscal years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FIELD TRIP AUTHORIZATIONS

Item# 37

This record series consists of records regarding parental/guardian approval/disapproval to take students on trips. Documentation normally includes purpose of trip, date, and destination. These records can be handwritten by the parent or guardian or District approved forms with a parent/guardian signature. The record excludes any financial transactions (expenditures).

RETENTION:

- a) Record copy. Retain until end of school year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL REPORTS: CATEGORICAL (NON-FTE)

Item# 39

This record series consists of Migrant, Transportation, Compensatory Education, Student Services, etc. See also "GRANT FILES: FEDERAL."

RETENTION:

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

FLORIDA INVENTORY SCHOOL HOUSES (FISH) FORMS

Item# 41

The record copy is with the Department of Education and this retention period is for the duplicates housed with the Districts.

RETENTION:

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

FOLLOW-UP SURVEYS

Item# 42

This record series consists of an annual survey of graduates and students that leave college early.

RETENTION:

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

FOOD SERVICE RECORDS: ANALYSIS REIMBURSEMENT/CLAIM REPORTS

Item# 43

This record series consists of monthly reimbursement and claim reports used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

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.

FOOD SERVICE RECORDS: ELIGIBILITY HEARING

Item# 126

This record series consists of the written record of each hearing which shall include the challenge or the decision under appeal, any documentary evidence, and a summary of any oral testimony presented to the hearing official, including the reasons therefore, and a copy of the notification to the parties concerned of the decision of the hearing official. *Please refer to 7 CFR 245.7*

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.

FOOD SERVICE RECORDS: COMMODITY ISSUE SLIPS

Item# 44

This record series consists of reports which show the operation of the individual school food service programs as required under the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Programs in Volume 7 of the Code of Federal Regulations.

RETENTION:

- a) Record copy. 3 years after close of the federal fiscal year provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: END-OF-MONTH REPORTS

Item# 45

This record series consists of documentation of menus, food production, sales tax reports, meals sold, inventory costs of purchased foods and commodities used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

RETENTION:

- a) Record copy. 3 fiscal years after submission of the final Claim for Reimbursement for that year, provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FOOD SERVICE RECORDS: INVENTORY

Item# 47

This record series consists of inventory of purchased foods, non-purchased foods, supplies and small-wares. See also "PROPERTY CONTROL RECORDS: ANNUAL REPORT."

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.

FOOD SERVICE RECORDS: PRODUCTION

Item# 48

This record series consists of monthly and master rosters of students, the number of meals served by category including meal tickets, and supporting documentation used in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

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.

FOOD SERVICE RECORDS: RECEIPT REPORTS

Item# 49

This record series consists of reports of documentation of all receipts for the day that are created in administering the National School Lunch, School Breakfast, Special Milk, Summer Food Service, or Child Care Food Program as required by Volume 7 of the Code of Federal Regulations.

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.

FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS

Item# 51

This record series consists of annual projections for the upcoming year in relation to Full-Time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the "FTE General Instructions." See also "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)" and/or "FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS."

RETENTION:

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

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)

Item# 52

This record series consists of district certification for Full-Time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the "FTE General Instructions." See also "FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)" and/or "FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS."

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.

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)

Item# 53

This record series consists of school certification for Full-Time Equivalency (FTE) records. These documents include student demographics, enrollment, attendance, course schedules, and related records and are described in the "FTE General Instructions." See also "FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)" and/or "FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS."

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.

FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS

Item# 54

This record series consists of the supporting documents for Full-Time Equivalency (FTE) records. Among these records are correspondence, memoranda, paper forms, attendance records and reports pertaining to and gathered to input into State Funding Certification. See also "FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS," "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)" and/or "FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)."

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.

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS

Item# 56

This record series consists of applications of students registered to take the GED test and a copy of the notification letter (card, sticker, etc.) sent to the student by DOE. The notification sticker or card may be placed in or on the student's permanent record, if available, but is not required. The GED test booklet is scheduled under "Examination Materials: Standardized." The score sheet, completed by the student, is sent to DOE in Tallahassee. Pre-test materials commonly called the TABE or Locator, is scheduled under "Skills Mastery Records."

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.

GRADE RECORDS: FINAL GRADES

Item# 57

This record series consists of student final grade reports, which may be used in the FTE audit. See also "GRADE RECORDS: INTERIM GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

RETENTION:

- a) Record copy. Retain until posted to permanent record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

GRADE RECORDS: INTERIM GRADES

Item# 58

This record series consists of student interim grade reports, which may be used in the FTE audit. See also "GRADE RECORDS: FINAL GRADES" and/or "GRADE RECORDS: TEACHER GRADE BOOKS."

RETENTION:

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

GRADE RECORDS: TEACHER GRADE BOOKS

Item# 59

This record series consists of student grade reports, which may be used in the FTE audit. See also "GRADE RECORDS: FINAL GRADES" and/or "GRADE RECORDS: INTERIM GRADES."

RETENTION:

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

HALL PASS

Item# 127

This record series consists of written hall passes authorizing a student to leave class for another point on campus. The pass may record, but is not limited to, the name of the student, the authorizing signature, the time departed, the designation location, the reason for travel.

RETENTION:

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

HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS

Item# 62

This record series consists of the Annual report sent to the Health, Education, and Welfare Department, showing record of project activities, progress, and statistics. See also "HEW OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS."

RETENTION:

- a) Record copy. 3 years provided applicable audits are released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE
REFUSAL REPORTS**

Item# 63

This record series consists of documents (forms and back-up material) submitted to the Office of Civil Rights for their corresponding review. See also "HEW ANNUAL REPORTS."

RETENTION:

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

HEALTH IMMUNIZATION NOTICE OF NON-COMPLIANCE

Item# 128

This record series consists of a district generated letter or notice which informs parents, guardians, or adult students that they are not in compliance with Florida's immunization standards. The notice may encourage compliance by a given date and describe the penalties for non-compliance.

RETENTION:

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

IN-SERVICE EDUCATION RECORDS

Item# 65

This record series consists of component name and identification number, specific objectives, description of activities, component evaluation, budget, names of participants and performance records.

RETENTION:

- a) Record copy. 5 fiscal years provided posted to permanent record.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INSPECTION RECORDS: FACILITIES/BUILDING

Item# 66

This record series consists of reports for fire, security, and safety. It also includes inspections of school board facilities reflecting compliance with the standards, rules, and codes affecting the health and safety of the occupants. This series does not include safety or security drills/exercises.

RETENTION:

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

INTERNSHIP RECORDS: STUDENT

Item# 129

This record series consists of records related to a school district's placement of a high school or adult student in an internship as part of the student's educational program. This series may include, but is not limited to: an agreement between the employer and the district detailing the rights and responsibilities of the district, the employer, and the student; intern code of conduct; class waivers; acceptance or denial letters; resumes; correspondence; parental permission to participate; intern evaluations by employer or school official; applications for an internship; job descriptions; and interview information. These programs are often associated with vocational education such as DCT or DECA or go by other names such as Executive/Senior Internship or Junior Achievement's Business Basics.

RETENTION:

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

LESSON PLAN BOOKS/FILES

Item# 67

This record series consists of the lesson plan books/files used by each teacher for the classes or subjects they are teaching.

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: BOUNDARY

Item# 68

This record series consists of maps detailing individual school boundaries for the purposes of enrollment or busing.

RETENTION:

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

MILLAGE AND BOND ELECTION RECORDS

Item# 70

This record series consists of those documents which authorized the election as determined by law, and the official results.

RETENTION:

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

PROFESSIONAL TREATMENT RECORDS

Item# 130

This record series consists of documented confidential health information that is not part of the student cumulative record. Records created or maintained by a Professional School Health Nurse, physician, or other recognized professional in the provision of treatment to the student shall be maintained in the office of the School Health Nurse or the professional's office. It should be noted in the student cumulative record that a separate record of health information exists. The authorized release of said health information must be accomplished from one health professional to another health professional by use of a release form. *Please refer to s. 95.11, F.S., statute of limitations on medical malpractice, and s. 228.093(2)(e)(4), F.S.*

RETENTION:

- a) Record copy. 7 anniversary years
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PROFESSIONAL ORIENTATION PROGRAM RECORDS

Item# 14

This record series consists of beginning teacher program portfolio contents.

RETENTION:

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

PROGRAM COST REPORTS

Item# 74

This record series consists of direct and indirect expenditures by program and cost center.

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.

REGISTRATIONS: STUDENT

Item# 82

This record series consists of records for registration showing name, validation number, and fees and back-up cards showing course name, department and amount of fees if applicable. *The retention period for the record copy was established pursuant to Florida Administrative Code Rule 6A-14.051.*

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.

RELEASE OF INFORMATION: GENERIC

Item# 131

This record series consists of a form or record which authorizes the release of educational information to another party by the parent/guardian or the adult student. This release would indicate what records are to be sent and to whom or what institution. This retention does not apply to a release of medical or psychological information.

RETENTION:

- a) Record copy. Retain as long as the cumulative record that it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RELEASE OF INFORMATION: MEDICAL

Item# 132

This record series consists of a form or record which authorizes the release of medical records by a full service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

RETENTION:

- a) Record copy. 7 anniversary years
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SCHOOL CHOICE RECORDS

Item# 133

This record series consists of a student or parent's request for transfer to a school of their choosing. This series may include an application, supporting documentation, and a parent's consent to provide the necessary transportation. The file could also contain a review of materials and a letter of approval or denial.

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.

SECURITY REPORTS

Item# 73

This record series consists of reports of and action taken pertaining to acts of vandalism, fire and theft prepared in accordance with policies of the district board of trustees. These reports may be filed with insurance claims or may exist separately. The content of the report might include: the damage done, what caused the damage, actions taken by staff to protect property and life, date/time/location of event, estimated costs of repair, staff who discovered damage, and time reported (if reported) to authorities. These reports do not record medical attention rendered by staff.

RETENTION:

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

SECURITY SCREENING RECORDS

Item# 142

This record series consists of records documenting security screenings conducted on school district personnel or contractual personnel. Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. Provisions of Florida's Education Code (s. 1012.465, F.S.) require: "(1) Noninstructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with the school board. (2) Every 5 years following employment or entry into a contract in a capacity described in subsection (1), each person who is so employed or under contract with the school district must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening."

RETENTION:

- a) Record copy. 6 years after receiving results of screening.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SELECTION PROCESS: STUDENT ACHIEVEMENT AND TEACHER AWARDS

Item# 134

This record series consists of the documentation leading to the selection of a student(s) or teacher(s) for awards. Students may receive awards by subject area, attitude, attendance, etc. Teacher's may compete for awards such as the Teacher of the Month or Year, a Lifetime Achievement or Favorite Sponsor award. This series may consist of award criteria, nomination forms, committee evaluations, vote sheets, application or nomination supporting documentation, and a final decision.

RETENTION:

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

SKILL MASTERY RECORDS

Item# 86

This record series consists of evidence of competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the SAT, ASVAB, and the GED. These records include the answer sheets, test booklets, scoring criteria and test result notification. These records are not posted to the student record and serve only as a guide for improvement before the official test is given.

RETENTION:

- a) Record copy. 30 Days after notification of test results
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SPEAKER CONFIRMATION RECORDS

Item# 135

This record series consists of records documenting a guest speaker's visit including: a copy of the invitation, confirmation of date/time/locale/topic, a sample of the handouts or literature to be distributed, fee reimbursement procedures, and a short speaker biography for introduction purposes.

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.

STATE STUDENT ASSESSMENT RECORDS: DISTRICT/SCHOOL

Item# 87

This record series consists of the results of the State Student Assessment Tests at the district/school level.

RETENTION:

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

STATE STUDENT ASSESSMENT RECORDS: STUDENT

Item# 88

This record series consists of the results of the State Student Assessment Tests.

RETENTION:

- a) Record copy. Retain until test scores posted to "Category B, Cumulative Folder".
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATEMENT OF CONTEST

Item# 136

This record series consists of a statement by a student or parent contesting a part of the student educational record. This statement was included in the cumulative folder after a hearing had denied the parent or student's request that the information be removed. *Please refer to 34 CFR 99.21.*

RETENTION:

- a) Record copy. As long as the item it relates to.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT BROADCAST RECORDS: AUDIO/VIDEO

Item# 137

This record series consists of audio/video tapes of student television and radio broadcasts. These presentations may be shown on an inner-campus system or community access station. *This series may have archival value.*

RETENTION:

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

STUDENT CLASS WORK RECORDS

Item# 89

This record series consists of non-standardized tests, term papers, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the teacher or other staff member.

RETENTION:

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

STUDENT EDUCATION RECORDS: CATEGORY A

Item# 90

This record series consists of one of two distinct groups of records: Category A is Permanent Record Card and Category B is Temporary Information. Each school board will have established policies which will assure the accuracy of the information maintained and provide for keeping the information current. Florida Administrative Code Rule 6A-1.0955 defines Category A information as "Form ESE-386, Form ESE-392, or a Permanent Record Card." Category A records include personally identifiable information, the name of the last school attended, attendance history, grades and classes, date of graduation or completion, and the social security number of adult students. This series would also include the Category A records of defunct non-public schools, who are required under s. 228.092(2), F.S. to turn these records over to the local school board for administration upon closing. See also "ATTENDANCE RECORDS: STUDENT," "REGISTRATIONS: STUDENT" and/or "STUDENT EDUCATION RECORDS: CATEGORY B.

RETENTION:

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

STUDENT EDUCATION RECORDS: CATEGORY B

Item# 91

This record series consists of one of two distinct but related groups of records: Category A is the Permanent Record Card and Category B - Temporary information. Each school board will have established policies that will assure the accuracy of the information maintained and provide for keeping the information current. Rule 6A-1.0955 "education Records of Pupils and Adult Students," FAC, further defines Category B records as "verified information of educational importance which is subject to periodic review and elimination when the information is no longer useful." The content of Category B records according to 6A-1.0955, FAC, may include, but is not limited to, the following: health information; family background data; standardized test scores; educational and career plans; honors and activities; work experience reports; teacher comments; correspondence from community agencies or private professionals; driver education certificates; a list of schools attended; written agreements of corrections, deletions, or expunctions from the student record. **Although reports of student services or exceptional student staffing committees (including all information required by Section 230.23(4)(m)(7), F.S.) are included in the definition of Category B, these ESE records are scheduled separately and have a longer retention period.**

RETENTION:

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

STUDENT LISTS

Item# 92

This record series consists of student lists prepared for various programs and other activities, such as: students participating in a club meeting, attending an assembly, acting as hall monitors, or out of school on a field trip or team sporting event.

RETENTION:

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

STUDENT NEWSPAPERS

Item# 138

This record series consists of a single copy of each student produced newspaper or newsletter as published by the student journalism or mass media class.

RETENTION:

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

STUDENT ORGANIZATION RECORDS

Item# 139

This record series consists of the minutes, supporting materials, ephemera, and publications of a registered student organization. These materials may include, but are not limited to, membership rosters, project-related materials, philanthropy records, and teacher-sponsor notes.

RETENTION:

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

STUDENT SCHEDULE RECORDS: FINAL SCHEDULE

Item# 93

This record series consists of documentation of the final class schedules as required for FTE audits. See also "FULL-TIME EQUIVALENCY RECORDS"

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.

STUDENT SCHEDULE RECORDS: PRELIMINARY SCHEDULE

Item# 94

This record series consists of documentation of preliminary class schedules as required for FTE audits. See also "FULL-TIME EQUIVALENCY 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.

SUBSTITUTE TEACHER ROSTER

Item# 140

This record series consists of a list of available substitute teachers available on a given day. Schools may select a substitute from the roster to fill in for a teacher absent from the classroom on that day. The roster may change daily, weekly, or monthly based on substitute availability.

RETENTION:

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

TELEVISION STATION USE LOG

Item# 141

This record series consists of documentation on a school's use of a county-franchised cable station for the broadcast of student or district produced works. This information may include the date and time of each use, a summary of the broadcast, name of the producer or other staff, and the channel number used.

RETENTION:

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

TEXTBOOK ACCOUNT FILES/INVENTORIES

Item# 98

This record series consists of order forms, authorized student book lists, damaged and lost lists, inventory lists, includes Principal's Annual Report of the number of textbooks used at the school.

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.

TEXTBOOK EVALUATION RECORDS

Item# 99

This record series consists of documentation relative to the selection criteria procedure used by the district for the formal study and adoption of textbooks and supplemental materials. These documents may include a copy of the textbook or supplementary materials under review, selection criteria, committee minutes and a list of members, related papers and correspondence. Audio tapes of committee discussion may also be included.

RETENTION:

- a) Record copy. Retain while textbook is in regular adoption.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRANSPORTATION (FEFP) SURVEY REPORTS

Item# 100

This record series consists of a report required for determining the District's need for transportation funding. See also "TRANSPORTATION (FEFP) SURVEY REPORTS: SUPPORTING DOCUMENTS."

RETENTION:

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

TRANSPORTATION (FEFP) SURVEY REPORTS:SUPPORTING DOCUMENTS

Item# 101

This record series consists of district documentation of student eligibility for transportation services including: bus, bus driver, and student related records and is described in the "Student Transportation General Instructions." See also "TRANSPORTATION (FEFP) SURVEY REPORTS."

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.

VETERANS RECORDS: STUDENT

Item# 105

This record series consists of a folder for each veteran containing such documents as copies of government checks, enrollment certifications, notices of changes in student status, requests for change of program or place of training, applications for program of education or training, progress sheets, attendance cards, certification cards, etc.

RETENTION:

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

VOCATIONAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS

Item# 106

This record series consists of the district's final class reports which contain individual class records by program, race, sex, and social security number of student. These records demonstrate program attendance. This record series is no longer being created and will be eliminated from this schedule in the year 2000.

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.

VOCATIONAL PLACEMENT REPORTS

Item# 107

This record series consists of yearly placement reports and those which show percentage of placement of students into a vocational/technical program.

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.

VOLUNTEER PROGRAM RECORDS: NON-STATE/FEDERAL

Item# 108

This record series consists of volunteer programs that are not related to federal or state programs, such as Green Thumb, Community Service, probation, or VISTA. These are local, district programs or non-profit civic or private industry partnerships. These records include volunteer qualifications, types of work available, special event programming, and mentor appointments. Volunteer personnel records are listed in the General Records Schedule for State and Local Government GS1. See also "GRANT FILES: FEDERAL," and/or "GRANT FILES: STATE."

RETENTION:

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

APPENDIX
CROSS-REFERENCE

ACCIDENT RECORDS

See also GS1: "Injury Reports," "Injury Reports: Medical Attention," and "Vehicle Accident Reports"

ACCOUNTING JOURNALS

See GS1: "Journals: General (Daily Transactions)"

ASSEMBLY RECORDS

See "Speaker Confirmation Records"

AUDIO/VISUAL RECORDINGS: NON-MINUTES

See GS1: "Training Materials" or "Minutes: Other Meetings"

AUDITS: SUPPORTING DOCUMENTS

See GS1: "Audits: Supporting Documents"

AWARDS

See "Selection Process" and "Ballots"

BACKGROUND/SECURITY CHECKS

See "Security Screening Records"

BANK DEPOSIT/WITHDRAWAL SLIPS

See GS1: "Deposit/Withdrawal/Transfer Slips"

BANK STATEMENTS

See GS1: "Bank Statements"

BEGINNING TEACHER PROGRAM

See "Professional Orientation Program Records"

BOND RESOLUTIONS AND AMENDMENTS

See GS1: "Resolutions"

BOND: REGISTERS

See GS1: "Bond: Registers"

BUS RECORDS

See "Transportation (FEFP) Survey Reports," "Bus Drivers' Records," and "Bus Schedules" - See also GS1: "Vehicle Records," "Maintenance Records: Vehicles," and "Vehicle Accident Reports"

CASH RECEIPT/REPORT RECORDS

See GS1: "Receipt Books: Cash"

CATEGORY A or B INFORMATION

See "Student Education Records," "Exceptional Student Educational Records," and "Examination Materials: Standardized Psychoeducational"

CHECK: STUBS

See GS1: "Check: Stubs"

CHILD ABUSE REPORTS

See "Abuse/Neglect Records"

CHILD CARE RECORDS

See GS1: "Child Care Records"

CLINIC RECORDS

See "Administration of Medicine," "Clinic Log," "Emergency Notification Records," "Nurse Consulting Notes"

CLUBS and ACTIVITIES

See "Ballots," "Student Organization Records," and "Athletic Eligibility"

ELIGIBILITY RECORDS

See "Athletic Eligibility"

ESE RECORDS

See "Exceptional Student Education Records" and "Examination Materials: Standardized Psychoeducational"

EXPENDITURE REPORTS

See GS1: "Expenditure Reports"

FACILITIES USAGE RECORDS

See GS1: "Facilities Usage Records"

FINANCIAL REPORTS, LOCAL GOVERNMENT: SUPPORTING DOCUMENTS

See GS1: "Financial Reports: Local Government (SD)"

FINANCIAL REPORTS: MONTHLY

See GS1: "Expenditure Report" and "Encumbrance Records" and "Trial Balance"

FOOD SERVICE RECORDS: WEEKLY REPORTS

See GS1: "Operational Statistical Reports"

FTE RECORDS

See "Full Time Equivalency Records"

FUNDS TRANSFER RECORDS

See GS1: "Deposit/Withdrawal/Transfer Slips" and "Electronic Funds Transfer Records"

GED

See "General Equivalency Diploma Records" and "Skills Mastery Records"

GRADUATION RECORDS

See "General Equivalency Diploma Records" and "Diplomas/Certificates"

GRANT FILES

See GS1: "Grant Files"

HEALTH EXAMINATIONS

See GS1: "Child Care: Exemptions for Health Exams," "Child Care: Health Examination Certificate," & GS7: "Health Immunization Notice of Non-Compliance"

HUMAN RESOURCE MANAGEMENT DEVELOPMENT RECORDS

See GS1: "Selection Committee Records"

IMMUNIZATION RECORDS

See GS1: "Child Care: Exemptions for Immunization," "Child Care: Immunization Certificate"

IEP's (INDIVIDUAL EDUCATION PLANS)

See "Exceptional Student Education Records"

PERMISSION SLIPS

See "Absentee Excuses and Admission Slips" and "Field Trip Authorizations"

PETTY CASH DOCUMENTATION

See GS1: "Petty Cash Documentation"

PLANS

See "Architectural Plans" and GS1: "Building Plans: Commercial"

PLANT SECURITY RECORDS

See "Security Reports"

PRACTICE TESTS

See "Skills Mastery Records"

PROPERTY CONTROL RECORDS: ANNUAL REPORT

See GS1: "Operational Statistical Reports" and "Inventory Records: Physical"

PURCHASE ORDER LOGS

See GS1: "Purchase Order Logs"

PURCHASING RECORDS

See GS1: "Purchasing Records"

REAL ESTATE ABSTRACTS

See GS1: "Appraisals" and "Deeds"

REAL ESTATE ACQUISITION AND CONDEMNATION RECORDS

See GS1: "Appraisals" and "Deeds" and "Vacating Property" and "Real Estate: Condemnation/Disposal"

REAL ESTATE DISPOSAL RECORDS

See GS1: "Vacating Property" and "Real Estate: Condemnation/Disposal"

RECEIVING REPORTS

See GS1: "Receiving Reports"

REQUISITION LOGS

See GS1: "Requisition Logs"

REQUISITIONS

See GS1: "Requisitions"

SCHEDULES

See "Student Schedule Records"

SSAT

See "State Student Assessment Records"

SUPPLY RECORDS

See GS1: "Supply Records"

TAX SHELTER ANNUITIES

See GS1: "Payroll Records: Deduction Authorization," and "Expenditure Reports," "Plans," and "Trial Balance"

TELEPHONE CALL RECORDS: LONG DISTANCE

See GS1: "Telephone Call Records"

TESTS (NON-CLASSWORK)

See "Examination Materials: Standardized," "Examination Reports: Standardized," and "Examination Results: Standardized."

TRAVEL RECORDS

See GS1: "Travel Records"

UTILITY RECORDS

See GS1: "Utility Records"

VEHICLE MILEAGE REPORTS

See GS1: "Vehicle Logs"

VETERAN RECORDS

See also GS1: "Veteran Service Office Case Files: Educational Benefits"

VOUCHERS

See GS1: "Vouchers"