

State of Florida

GENERAL RECORDS SCHEDULE GS 7 FOR PUBLIC SCHOOLS PRE -K-12 AND ADULT AND CAREER EDUCATION



EFFECTIVE: June 2023
Rule 1B-24.003(1)(f), Florida Administrative Code

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information

The Records Management Program does not track or maintain information on which audits apTd [(ag8 on)-1g

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records i-6.3788ns0.004 Tw 3 (y)-8 (2 (f)ta 0 Tw (s)TjTc 0.0 (l)3.2 (h)-12.Y) i1.6

Retain for life of the structure .

3 anniversary years after final action .

Example: Calculating Eligibility Dates

If the ending date for a specific record series is 7/31/2017, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting	Add # of	Retain Thro
3 anniversary years	7/31/2017	+3	= 7/31/2020
3 fiscal years (local govt.)	9/30/2017	+3	= 9/30/2020

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should immediately place a hold on disposition of any and all records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.

- B. Public Records Requests - Pursuant to Section 119.07(1)(h), Florida Statutes, the custodian of a public record who has made an assertion that a requested record is not a public record subject to public inspection or copying pursuant to Chapter 119, Florida Statutes, may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties." This 30-day requirement does not supersede the established records retention schedule(s). Agencies cannot dispose of records at the end of the 30-day period following a

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RETENTION: Destroy no later than 9 months from date of arrest.

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 ongoing 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: 6 months after the season ends.

ATHLETIC ELIGIBILITY RECORDS: PHYSICAL EVALUATIONS

Item #172

This record series consists of physical evaluations of students to participate in interscholastic athletic programs. The series also includes consent forms allowing the student to participate and release forms releasing the school and contest officials from liability for any injury or claim that may result from the student's participation. Records are created pursuant to the Florida High School Athletic Association (FHSAA) Handbook, Operational Bylaw, Article 6, Authority and Responsibilities of the Principal.

RETENTION: 7 school years.

ATTENDANCE RECORDS: STUDENT

Item #9

This record series consists of records documenting students' attendance, absences, and tardiness. The series may include, but is not limited to, the absentee record, documentation of any changes to the absentee record, absentee slips, Optical Mark Reading (OMR) documents, and any electronic absentee records. These records are used in the FTE audit process. Retention pursuant to Rule 6A-1.044(3) and (8), Florida Administrative Code, Pupil Attendance Records. This series does not include the record copy of attendance history records (number of days present and absent) covered by "STUDENT EDUCATION RECORDS: CATEGORY A," nor does it include parent or guardian absentee excuses covered by "ABSENTEE EXCUSES AND ADMISSION SLIPS."

RETENTION: 3 fiscal years or until all applicable FTE audits have been released, whichever is longer.

AWARD AND RECOGNITION SELECTION RECORDS

Item #134

This record series documents the selection of students, teachers, staff or volunteers for awards or recognition for their achievements. This series may include, but is not limited to, award criteria, nomination forms, cREns, 3 flnr

General Records Schedule GS7 for

General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education

DROP/ADD REQUEST RECORDS

Item #146

This record series consists of drop/add requests submitted by students for the purposes of dropping and/or adding classes at the beginning of a semester or school year.

RETENTION: Retain until end of grade appeal period for semester or school year to which request applies.

E-RATE PROGRAM RECORDS

Item #147

This record series consists of all documents related to the application for, receipt, and delivery of services provided through the Schools and Libraries Program of the Universal Service Fund, commonly known as E-rate.

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General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education

GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS

Item #56

This record series consists of applications of students registered to take the General Educational Development Diploma (GED, formerly known as the General Equivalency Diploma) test and a copy of the notification letter (card, sticker, etc.) sent to the student by the Department of Education. The notification may be placed in or on the student's permanent record, if available, but is not required. The score sheet, completed by the student, is sent to the Department of Education. The GED test booklets must be returned to the American Council on Education (ACE) as required by ACE. Pre-test materials such as the Tests of Adult Basic Education (TABE) or Locator are scheduled under "SKILL MASTERY RECORDS."

RETENTION: 3 fiscal years.

GIFTED STUDENT EDUCATIONAL PLANS

Item #177

This record series documents individual students that have demonstrated outstanding levels of aptitude or competence. The series may include, but is not limited to, consents for evaluation, educational plans, evaluation reports, eligibility determination and any other supporting documentation.

RETENTION: 6 fiscal years after graduation, projected graduation date, or withdrawal from school district, whichever is applicable.

GRADE RECORDS: FINAL GRADES

Item

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RELEASE OF STUDENT INFORMATION: MEDICAL

Item #132

This record series consists of authorizations by the parent/guardian or the adult student for release of medical records by a full service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Physical or mental health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

RETENTION: 7 anniversary years.

SCHOOL CHOICE RECORDS

Item #133

This record series documents requests (8(n 0.009 46Ed (SC)Tj - Td (e)e]TJ 03 0 Td (sT33r7 0.004 25nqnaTd (ed)Tj 0 Tc 0 1tt9 Tw 3.227 0 T

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school funds must meet the screening requirements in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the school board."

RETENTION: 6 anniversary years after receiving results of screening.

SKILL MASTERY RECORDS

Item #86

This record series documents competency levels attained by students during the school year on skills mastery tests and practice tests for such standardized exams as the Scholastic Aptitude Test (SAT), Armed Services Vocational Aptitude Battery (ASVAB), and the General Educational Development Diploma (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: 30 days after notification of test results.

STUDENT ALTERN

General Records Schedule GS7 for Public Schools Pre-K-12 and Adu

General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education

series also includes supporting documentation regarding student eligibility for transportation services including bus, bus driver, and student related information.
RETENTION: 4 fiscal years.

TRUANCY

ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL) RECORDS
use ENGLISH LANGUAGE LEARNER (ELL) RECORDS

EXPULSION RECORDS: STUDENT
use EXPULSION RECORDS
or for any final orders issued relating to an expulsion, use General Records Schedule GS1-SL for State and Local Government Agencies, Item #67, FINAL ORDERS RECORDS: INDEXED OR LISTED,
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #421, FINAL ORDERS RECORDS: NOT INDEXED OR LISTED

FALL STAFF SURVEYS
use PUBLIC SCHOOLS STAFF SURVEY FILES

FEDERAL CASH ADVANCE RECONCILIATION RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #422, GRANT FILES
or other applicable General Records Schedule GS1-SL for State and Local Government Agencies Item

FEDERAL COMPENSATORY EDUCATION RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #422, GRANT FILES

FEDERAL IMPACT AID RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #422, GRANT FILES
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #137, PROJECT FILES:
FEDERAL

FIELD TRIP AUTHORIZATIONS
use FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS

FINANCIAL REPORTS: CATEGORICAL (NON-FTE)
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #422, GRANT FILES
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #137, PROJECT FILES:
FEDERAL

FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) FORMS
use FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS

FOLLOW-UP SURVEYS
use FOLLOW-UP SURVEYS AND PLACEMENT REPORTS

FOOD SERVICE RECORDS: ANALYSIS REIMBURSEMENT/CLAIM REPORTS
use FOOD SERVICE RECORDS

FOOD SERVICE RECORDS: COMMODITY ISSUE SLIPS
use FOOD SERVICE RECORDS
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FOOD SERVICE RECORDS: PRODUCTION
use FOOD SERVICE RECORDS

FOOD SERVICE RECORDS: RECEIPT REPORTS
use FOOD SERVICE RECORDS

FULL-TIME EQUIVALENCY RECORDS: ANNUAL PROJECTIONS
use FULL-TIME EQUIVALENCY RECORDS

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (DISTRICT)
use FULL-TIME EQUIVALENCY RECORDS

FULL-TIME EQUIVALENCY RECORDS: CERTIFICATION (SCHOOL)
use FULL-TIME EQUIVALENCY RECORDS

FULL-TIME EQUIVALENCY RECORDS: SUPPORTING DOCUMENTS
use FULL-TIME EQUIVALENCY RECORDS

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS
use GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS

GUARDIANSHIP RECORDS
use PARENTAL AUTHORITY RECORDS

HEAD START FUNDING RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #422, GRANT FILES
or General Records Schedule GS1-SL for State and Local Government Agencies, Item #137, PROJECT FILES: FEDERAL

HOME SCHOOLING RECORDS
use HOME EDUCATION PROGRAM RECORDS

INSPECTION RECORDS: FACILITIES/BUILDING
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #193, INSPECTION RECORDS: FIRE/SECURITY/SAFETY

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General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education
CROSS-REFERENCE

PROFESSIONAL ORIENTATION PROGRAM RECORDS

- use General Records Schedule GS1-SL for State and Local Government Agencies, Item #147, TRAINING MATERIAL RECORDS (for those materials that are actually materials received from/in training)
- or the applicable General Records Schedule GS1-SL for State and Local Government Agencies PERSONNEL RECORDS Item (for those materials providing final/summary documentation of training or competency achieved)
- or General Records Schedule GS1-SL for State and Local Government Agencies, Item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION (for other portfolio materials that are not part of the official personnel file)

PROFESSIONAL TREATMENT RECORDS

- use MEDICAL/HEALTH CARE RECORDS: STUDENT

PROGRAM COST REPORTS

- use General Records Schedule GS1-SL for State and Local Government Agencies, Item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
- REGISTRATIONS: STUDENT
- use REGISTRATIONS: K-12
- or REGISTRATIONS: ADULT AND CAREER EDUCATION

RELEASE OF INFORMATION: GENERIC

- use RELEASE OF STUDENT INFORMATION: GENERIC

RELEASE OF INFORMATION: MEDICAL

- use RELEASE OF STUDENT INFORMATION: MEDICAL

SAFETY AND SECURITY BEST PRACTICES SELF-ASSESSMENT RECORDS

- use SCHOOL SAFETY RECORDS: SELF-ASSESSMENT RECORDS

SECURITY REPORTS

- use General Records Schedule GS1-SL for State and Local Government Agencies, Item #241, INCIDENT REPORT FILES
- or General Records Schedule GS1-SL for State and Local Government Agencies, Item #188, INJURY/ILLNESS RECORDS

SELECTION PROCESS: STUDENT ACHIEVEMENT AND TEACHER AWARDS

- use AWARD AND RECOGNITION SELECTION

General Records Schedule G

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General Records Schedule GS7 for Public Schools Pre-K-12 and Adult and Career Education
***ALPHABETICAL LISTING* **

HALL PASSES	Item #127
HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS	Item #62
HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS	Item #63
HEALTH IMMUNIZATION CERTIFICATION	Item #155
HEALTH IMMUNIZATION NOTICE OF NONCOMPLIANCE	Item #128
HOME EDUCATION PROGRAM RECORDS	Item #156
HOMEBOUND/HOSPITAL PROGRAM RECORDS	Item #157
IN-SERVICE EDUCATION RECORDS	Item #65
INTERNSHIP RECORDS: STUDENT	Item #129
LESSON PLAN RECORDS	Item #67

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NUMERICAL LISTING

ABSENTEE EXCUSES AND ADMISSION SLIPS	Item #1
ACCIDENT RECORDS: STUDENTS	Item #2
ACCREDITATION RECORDS	Item #5
ATTENDANCE RECORDS: STUDENT	Item #9
BUS SCHEDULES/REPORTS	Item #17
CERTIFICATES: AGE	Item# 21
COURSE OUTLINES	Item #23
CURRICULUM FILES	Item #24
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)	Item #26
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)	Item #27
EXAMINATION MATERIALS: STANDARDIZED	Item #28
EXAMINATION REPORTS: STANDARDIZED	Item #29
EXPULSION RECORDS	Item #31
PUBLIC SCHOOLS STAFF SURVEY FILES	Item #33
FIELD TRIP/STUDENT ACTIVITY AUTHORIZATIONS	Item #37
FLORIDA INVENTORY OF SCHOOL HOUSES (FISH) RECORDS	Item #41
GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) REGISTRATION RECORDS	Item #56
GRADE RECORDS: FINAL GRADES	Item #57
GRADE RECORDS: INTERIM GRADES	Item #58
GRADE RECORDS: TEACHER GRADE BOOKS	Item #59
HEALTH, EDUCATION AND WELFARE (HEW) ANNUAL REPORTS	Item #62
HEALTH, EDUCATION AND WELFARE (HEW) OFFICE FOR CIVIL RIGHTS COMPLIANCE REFUSAL REPORTS	Item #63
IN-SERVICE EDUCATION RECORDS	Item #65
LESSON PLAN RECORDS	Item #67
MAPS: SCHOOL BOUNDARY	Item #68
MILLAGE AND BOND ELECTION RECORDS	Item #70
SKILL MASTERY RECORDS	Item #86
STUDENT CLASS WORK RECORDS	Item #89
STUDENT EDUCATION RECORDS: CATEGORY A	Item #90
STUDENT EDUCATION RECORDS: CATEGORY B	Item #91
TEXTBOOK INVENTORY RECORDS	Item #98
TEXTBOOK/INSTRUCTIONAL MATERIAL EVALUATION RECORDS	Item #99
TRANSPORTATION SURVEY REPORT RECORDS: FLORIDA EDUCATION FINANCE PROGRAM (FEFP)	Item #100
VETERANS RECORDS: STUDENT	Item #105
CAREER AND TECHNICAL EDUCATION INFORMATION SYSTEM: FINAL CLASS REPORTS	Item #106
VOLUNTEER/MENTOR PROGRAM RECORDS	Item #108
ABUSE/NEGLECT/ABANDONMENT RECORDS	Item #110
ACCESS LOG: STUDENT EDUCATION RECORDS	Item #111
ACCESS LOG: PERSONNEL RECORDS	Item #112
ARREST INFORMATION: STUDENT	Item #115
ATHLETIC ELIGIBILITY RECORDS	Item #116
BALLOTS: STUDENT ELECTIONS/POLLS	Item #117
BUS DRIVER LICENSE CHECK RECORDS	Item #118
CHARTER SCHOOL RECORDS	Item #119
CLINIC LOG	Item #120
DIPLOMAS/CERTIFICATES/AWARDS: STUDENT	Item #121
EMERGENCY NOTIFICATION RECORDS	Item #122

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NUMERICAL LISTING

EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL
EXAMINATION RESULTS: STANDARDIZED
EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS
FOOD SERVICE RECORDS: FREE AND REDUCED PRICE MEAL ELIGIBILITY HEARING

Item #123
Item #124
Item #125