State of Florida

GENERAL RECORDS SCHEDULE GS5
FOR PUBLIC UNIVERSITIES AND COLLEGES

June 1, 2012

Florida Department of State
Division of Library and Information Services

Tallahassee, Florida

850.245.6750

http://info.florida.gov/RecordsManagers
GENERAL RECORDS SCHEDULE
GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The general records schedules established by the Department of State are intended for use by state, county, city, and special district public records custodians. If you are unsure of your organization’s status as a public agency, consult your legal counsel and/or the Florida Attorney General’s Office for a legal opinion. The Department of State publishes the following general records schedules:

- GS1-SL State and Local Government Agencies
- GS2 Law Enforcement, Correctional Facilities, and District Medical Examiners
- GS3 Election Records
- GS4 Public Hospitals, Health Care Facilities and Medical Providers
- GS5 Public Universities and Colleges
- GS7 Public Schools Pre-K-12 and Adult and Career Education
- GS8 Fire Departments
- GS9 State Attorneys
- GS10 Public Defenders
- GS11 Clerks of Court
- GS12 Property Appraisers
- GS13 Tax Collectors
- GS14 Public Utilities
- GS15 Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting, or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible. The General Records Schedule GS5 for Public Universities and Colleges covers records commonly created and/or maintained by public universities and colleges.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are minimum retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is not permitted to reduce the retention periods stated in a general records schedule.
For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State’s *Services for Records Managers* website at:


To obtain an individual printed copy or electronic copy, fax your request to 850.245.6795, Attention: Receptionist; contact the Records Management Program at 850.245.6750; or email recmgmt@dos.state.fl.us.
TABLE OF CONTENTS

GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

TABLE OF CONTENTS

I. STATUTORY AUTHORITY

II. DETERMINING RETENTION REQUIREMENTS

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

IV. ARCHIVAL VALUE

V. ELECTRONIC RECORDS

VI. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS

VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

RECORDS RETENTION SCHEDULES

CROSS-REFERENCE

ALPHABETICAL LISTING

NUMERICAL LISTING
I.  STATUTORY AUTHORITY

This general records schedule is issued by the Department of State, Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, Florida Statutes.

Chapter 119, Florida Statutes, defines the terms “public records,” “custodian of public records,” and “agency,” as well as the fundamental process by which disposition of said records is authorized under law.

Chapter 257, Florida Statutes, establishes the Florida State Archives and Records Management Program under the direction of the Division of Library and Information Services, Department of State, and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical record making and keeping, and requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II.  DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency’s records:

A. Audits - Audits are the means by which independent auditors examine and express an opinion on financial statements and, as applicable, report on public agencies’ compliance with laws, regulations and internal controls. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, Florida Statutes.

There are various types of audits. Performance audits examine the economy and efficiency and/or effectiveness of applicable programs, activities or functions. Financial audits include (1) an examination of financial statements in order to express an opinion on the fairness with which they present financial position, results of operations, and changes in financial position in conformity with generally accepted accounting principles; (2) an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements; and (3) an examination of any additional financial information necessary to comply with generally accepted accounting principles. As applicable, the scope of the financial audit shall include any additional auditing activities necessary to comply with the term “financial audit” as defined and used in Government Auditing Standards, as amended. Also as applicable, the scope of a financial audit shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, Public Law 104-156 (31 USCA ss. 7501 to 7507); United States Office of Management and Budget (OMB) Circular A-133; and other applicable federal law.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Retention schedules are written to alert agencies that certain records might be required for audit purposes. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit, while others are not. In general, any records relating to finances or financial transactions might
General Records Schedule GS5 for Public Universities and Colleges

be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office, and the Auditor General’s Office are good sources of information as to which specific records of your agency should be retained for audit purposes.

B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor-agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, Florida Administrative Code, is “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function, or activity of the agency. The records retention schedule establishes officially the minimum length of time that the record series must be retained.

1. General records schedules establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing, and general administration. General records schedules can cover up to 75-80 percent of an agency’s record series. The General Records Schedule GS1-SL for State and Local Government Agencies can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. General records schedules have been established for program records of specific functional areas. For example, the GS5 for Public Universities and Colleges establishes retention requirements for program records unique to the functions and activities of those types of institutions; the GS9 for State Attorneys establishes retention requirements for program records unique to State Attorneys’ offices; and the GS12 for Property Appraisers establishes retention requirements for program records unique to Property Appraisers’ offices. Please contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the retention requirements contained in the program schedule shall take precedence. For instance, if a record series is listed in both the GS1-SL and the GS3, elections offices should abide by the retention requirements cited in the GS3.

REMEMBER: The retention period stated in the applicable schedule is the minimum time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention
2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for the 20-25 percent of an agency's records that are not in a general schedule. To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LSSE105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at:


Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule.

**B. Final Disposition of Public Records -** Section 257.36(6), *Florida Statutes*, states that, “A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division.” This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If a retention schedule for the records does not exist, then one must be established by following the procedures listed above for "Establishing a Records Retention Schedule."

Records Disposition Documentation - Agencies must maintain internal documentation of records disposition including retention schedule number, retention schedule item number, records series title, inclusive dates, volume (in cubic feet) of paper records destroyed, and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at

   http://info.florida.gov/recordsmgmt/publications.cfm. Agencies must maintain this documentation as a permanent record, but should not submit it to the Records Management Program for review or approval.

**IV. ARCHIVAL VALUE**

**A. State Agencies** - The State Archives of Florida will analyze record series to identify records having enduring historic, administrative, or fiscal value that may be eligible for permanent preservation. If a record series description states, "These records may have archival value," the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgmt@dos.state.fl.us. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a Permanent retention and possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when, and how to transfer the records to the Archives.
B. **All Other Agencies** - 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 indicated that “**These records may have archival value**” for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have 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 850.245.6750.

V. **ELECTRONIC RECORDS**

Records retention 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 electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, provided that the printed version contains all date/time stamps and routing information. However, in the event that an agency is involved in or can reasonably anticipate litigation on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VI. **FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS**

A. **Litigation** - When a public agency has been notified 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 when that hold can be lifted and when the records are again eligible for disposition.

B. **Public Records Requests** - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record 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.”

C. **Accreditation Standards** - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations, and associations. Examples may include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies, and the Commission on Office Laboratory Accreditation. In an effort to enhance the professionalism of their members, these groups may place heavier burdens on public agencies than those that are mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards. However, records cannot be disposed of before the minimum retention period dictated by the records retention schedules, even if the accrediting organization requires a shorter
retention period.

D. Records in Support of Financial or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for at least three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). If subject to the Federal Single Audit (pursuant to 31 USC, Section 7502, and OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, Subpart E) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit or completion of other federal audit or reporting requirements. Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues which arise from it. However, in no case can such records be disposed of before the three fiscal year minimum.

E. Federal, state, or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VII. RECORDS MANAGEMENT STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, Florida Administrative Code, are met.

A. Electronic Recordkeeping is defined in Rule 1B-26.003, Florida Administrative Code, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form. Public records are those as defined by Section 119.011(12), Florida Statutes.

B. Microfilm Standards are defined in Rule 1B-26.0021, Florida Administrative Code, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling, and storage are in accordance with methods, procedures, and specifications designed to protect and preserve such records on microfilm.

VIII. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

<table>
<thead>
<tr>
<th>Cassette Tapes (200)</th>
<th>1.0 cubic foot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter-size, drawer or box</td>
<td>1.5 cubic feet</td>
</tr>
<tr>
<td>Legal-size, drawer or box</td>
<td>2.0 cubic feet</td>
</tr>
<tr>
<td>Letter-size, 36-inch shelf</td>
<td>2.0 cubic feet</td>
</tr>
<tr>
<td>Legal-size, 36-inch shelf</td>
<td>2.5 cubic feet</td>
</tr>
<tr>
<td>Magnetic Tapes (12)</td>
<td>1.0 cubic foot</td>
</tr>
<tr>
<td>3 x 5 card, ten 12-inch rows</td>
<td>1.0 cubic foot</td>
</tr>
<tr>
<td>3 x 5 card, five 25-inch rows</td>
<td>1.0 cubic foot</td>
</tr>
<tr>
<td>4 x 6 card, six 12-inch rows</td>
<td>1.0 cubic foot</td>
</tr>
<tr>
<td>5 x 8 card, four 12-inch rows</td>
<td>1.0 cubic foot</td>
</tr>
<tr>
<td>16mm microfilm, 100 rolls</td>
<td>1.0 cubic foot</td>
</tr>
<tr>
<td>35mm microfilm, 50 rolls</td>
<td>1.0 cubic foot</td>
</tr>
</tbody>
</table>

(1 roll of microfilm contains approximately 1.0 cubic foot of records.)
RECORDS RETENTION SCHEDULES

ACADEMIC PROMOTION/TENURE RECORDS
This record series consists of the promotion portfolio or other documentation required for the review of applications for promotion and/or tenure. For each application, the series may include, but is not limited to, copies of applicable promotion criteria and standards; current curriculum vitae; employee’s annual assignments; ratings received on annual evaluations; documentation supporting the employee’s performance relative to promotion criteria and standards; employee's promotion appraisal(s); and other related documentation. A record of the approval, denial, or withdrawal of the application should be included in the official employee’s personnel file; the institution determines what documentation serves as this record.
RETENTION:
a) Record copy. 5 anniversary years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCRREDITATION RECORDS
This record series consists of accreditation report and final self-study 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 "ACCRREDITATION RECORDS: SUPPORTING DOCUMENTS."
RETENTION:
a) Record copy. 5 fiscal years then transfer to applicable agency provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCRREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL
This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation. See also "ACCRREDITATION RECORDS: SUPPORTING DOCUMENTS."
RETENTION:
a) Record copy. 10 anniversary years after final action provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ACCRREDITATION RECORDS: SUPPORTING DOCUMENTS
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 school. See also "ACCRREDITATION RECORDS."
RETENTION:
a) Record copy. 1 anniversary year after accredited.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS
This record series documents students who applied for admission but were denied admission or did not register. Records may include, but are not limited to, correspondence, applications, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and readmission forms of students who had previously been denied admission. See also "ADMISSION RECORDS: REGISTERED STUDENT."
RETENTION:
a) Record copy. 5 fiscal years after application submitted.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADMISSION RECORDS: REGISTERED STUDENTS
This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and readmission forms of students who have registered for classes. See also "ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS."
RETENTION:
a) Record copy. 5 anniversary years after attendance provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ANNUAL REPORTS: DEPARTMENTAL
This record series consists of summaries of departmental, university or division activities by year. These reports may be used in compiling the official college/university annual report. For retention of the official annual report of the college/university, see General Records Schedule GS1-SL for State and Local Government Agencies, Item #245, Annual Reports, Governing Body.
RETENTION:
a) Record copy. 3 fiscal years.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
General Records Schedule GS5 for Public Universities and Colleges

ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS  
Item #44  
This record series consists of Integrated Postsecondary Education Data System (IPEDS) reports; Office of Civil Rights (OCR) reports; and Equal Employment Opportunity Commission (EEOC) reports, specifically the EEO-6 report. Higher Education Staff Information. Retention pursuant to 29CFR1602.50, Requirement for filing and preserving copy of report.  
RETENTION:  
a) Record copy. 3 anniversary years.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CLASS ROLLS  
Item #6  
This record series consists of rosters of all students enrolled in each class during a particular grading period.  
RETENTION:  
a) Record copy. 3 fiscal years provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CLASS, COURSE, ROOM, AND FACULTY SCHEDULES  
Item #48  
This record series documents class meeting times and days for each course, room assignments, and teaching schedules, including office hours.  
RETENTION:  
a) Record copy. Retain until end of semester.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS  
Item #50  
This record series documents degree program areas and courses offered in each program area. The series may include, but is not limited to, course descriptions, program requirements and other documentation related to each course and program.  
RETENTION:  
a) Record copy. Retain until obsolete, superseded or administrative value is lost.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES  
Item #34  
This record series consists of course and program documentation maintained by individual professors, instructors, or program departments. The series may include, but is not limited to, schedules, course outlines, syllabi, policies, plans, instructional materials, evaluation tools, development materials, and other documentation related to each course and program.  
RETENTION:  
a) Record copy. 2 anniversary years after training provided applicable audits have been released.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST  
Item #51  
This record series consists of the official management statements of policy from the president's or provost's office for the university and the operating procedures which outline the methods for accomplishing the functions and activities assigned to each department. It includes all memoranda and correspondence generated relating to the policies and procedures which are to be followed by employees. These records may have archival value.  
RETENTION:  
a) Record copy. 10 anniversary years after obsolete or superseded. Agencies should ensure appropriate preservation of records determined to have long-term historical value.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)  
Item #53  
This record series documents the conduct and results of investigations into major offenses as defined by the university or college, including but not limited to offenses resulting in expulsion. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, expulsion notices, and final action records. Final actions should be posted to the STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE. See also "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."  
RETENTION:  
a) Record copy. 5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)  
Item #54  
This record series documents the conduct and results of investigations into minor offenses as defined by the university or college, including but not limited to offenses resulting in suspension. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings,
General Records Schedule GS5 for Public Universities and Colleges

hearing transcripts, recommendations, suspension notices, and final action records. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."

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

DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND) Item #98  
This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents regarding a student found not to have committed an offense. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)," and "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)."

RETENTION:  
a) Record copy.  60 days after dismissal of case.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DROP/ADD REQUEST RECORDS Item #40  
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. This is not to be confused with withdrawal records. See also "WITHDRAWAL RECORDS."

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

EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS Item #99  
This record series documents efforts to comply with the requirements of the Florida Educational Equity Act (Section 1000.05, Florida Statutes, Discrimination against students and employees…) and the Florida College System Institution Employment Equity Accountability Program (Section 1012.86, Florida Statutes). The series may include, but is not limited to, implementation plans, corrective action plans, progress reports, employment data, enrollment data, and other related documentation. Retention is based on Section 1012.86(1), Florida Statutes, and Statute of Limitations, Section 95.11(3), Florida Statutes.

RETENTION:  
a) Record copy.  4 anniversary years provided compliance achieved and maintained for at least 3 consecutive years prior to disposition.  
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EDUCATIONAL PLANT SURVEY REPORTS Item #20  
This record series consists of reports of educational space and facilities as required every five years by Section 1013.31, Florida Statutes, Educational plant survey; localized need assessment; PECO project funding. The surveys, as defined in Section 1013.01(8), Florida Statutes, report such information as how facilities are used, square footage allotted to each educational program, and assessments and recommendations for capital improvements, custodial services, sanitation facilities, safety, Americans with Disabilities Act modifications, and building envelope replacements.

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

EMPLOYEE FEE WAIVER RECORDS Item #55  
This record series consists of waiver forms on tuition given to university/college employees.

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

ENROLLMENT RECORDS Item #7  
This record series consists of, but is not limited to, reports on cumulative credit hours, equivalency, and enrollment, as submitted to the Division of Florida Colleges.

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

EXAMINATION MATERIALS: NON-STANDARDIZED Item #56  
This record series consists of materials necessary to administer non-standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. This record series includes those tests administered by the professor/instructor. The series may include, but is not limited to, test questions, answer keys, student examination responses, and test administration instructions. See also "EXAMINATION MATERIALS: STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."
General Records Schedule GSS for Public Universities and Colleges

RETENTION:
a) Record copy. 1 semester after expiration of appeal process.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATION MATERIALS: STANDARDIZED Item #57
This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring students' performance or level of acquired knowledge. This record series also includes those tests administered by the professor/instructor. See also "EXAMINATION MATERIALS: NON-STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."
RETENTION:
a) Record copy. 3 fiscal years provided test scores posted to permanent record and provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

EXAMINATIONS: GRADUATION/CERTIFICATION Item #100
This record series consists of examinations taken by students in classes required for certification or graduation. The series may include, but is not limited to, students' information and examination responses (as recorded on bubble answer sheets, scantron forms or any other format), test questions and answer keys, and test administration instructions. See also "STUDENT CLASS WORK RECORDS."
RETENTION:
a) Record copy. 1 anniversary year after final class grades posted provided no appeal is pending.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS Item #101
This record series consists of correspondence, applications, and reports of accomplishment for faculty who are granted sabbaticals or professional development leave. The series does not include the record copy of financial records relating to the sabbatical/leave. A copy of the notification of approval or denial of sabbatical/leave should be filed with the applicable personnel record.
RETENTION:
a) Record copy. 5 fiscal years after final report submitted or notification of denial.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FEDERAL POSTSECONDARY EDUCATION SURVEYS Item #65
This record series consists of surveys completed as required for participation in federal student financial aid programs such as Pell Grants and other federal student loan programs. The surveys report such data as enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. Surveys may be part of the Integrated Postsecondary Education Data System (IPEDS) Series, its predecessor the Higher Education General Information Survey (HEGIS) Series, or any other required federal data collection effort.
RETENTION:
a) Record copy. 5 fiscal years after final report provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL AID RECORDS Item #60
This record series documents financial aid awards to enrolled students and may include, but is not limited to, student applications, award computations, acceptance letters, student assignments, and evaluations. See also "FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."
RETENTION:
a) Record copy. 5 fiscal years after last enrollment provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED Item #102
This record series documents financial aid awards that were never paid because the students did not enroll or were denied admission. The series may include, but is not limited to, correspondence, applications, award computations, and other related records. See also "FINANCIAL AID RECORDS," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."
RETENTION:
a) Record copy. 1 fiscal year after financial aid awarded without enrollment or admission denied.
b) Duplicates. Retain until obsolete, superseded, or administrative value lost.

FINANCIAL OBLIGATION CLEARANCE RECORDS Item #10
This record series consists of forms that are maintained by the Learning Resource Center and are completed whenever students are cleared of their library fines. After clearance, the forms are sent to the Registrar's Office so that the hold can be lifted from the student's file.
General Records Schedule GS5 for Public Universities and Colleges

RETENTION:

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

GRADE RECORDS: DATA INPUT FORMS  
Item #62
This record series consists of instructor grade reports, grade sheets, and grade changes that are used to create and update the students’ transcripts.

RETENTION:

a) Record copy. 1 semester provided posted to Student Record.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

IDENTIFICATION CARD RECORDS: FEE PAID  
Item #66
This record series documents identification cards issued to students, employees, and other authorized individuals, for which a fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also “IDENTIFICATION CARD RECORDS: NO FEE PAID.”

RETENTION:

a) Record copy. 5 fiscal years or until card no longer valid, whichever is later, provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

IDENTIFICATION CARD RECORDS: NO FEE PAID  
Item #67
This record series documents identification cards issued to students, employees, and other authorized individuals, for which no fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also “IDENTIFICATION CARD RECORDS: FEE PAID.”

RETENTION:

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

IN-SERVICE EDUCATION RECORDS  
Item #14
This record series documents continuing professional education programs conducted for professors and instructors. The records provide such information as component name and identification number, program objectives, activities description, component evaluation, budget, names of participants, and performance records. Documentation of individual participation should be filed with the individual’s personnel file.

RETENTION:

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

INSTITUTIONAL RESEARCH REPORTS  
Item #15
This record series consists of institutional research reports generated by the college along with supporting documentation. The series may include reports prepared routinely or by specific request to provide information about the institution and its students. This series does not include personal research files of faculty. 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.

INSTRUCTOR EVALUATIONS  
Item #68
This record series consists of evaluations of faculty members completed by their students each term.

RETENTION:

a) Record copy. 1 semester after submitted.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

INTERN SUPERVISOR PARTICIPATION CERTIFICATES  
Item #69
This record series consists of Internship Participation Certificates awarded to persons who supervise interns or student teachers. Once issued, the certificate is valid for three years and may be used at any school in the State University System. The bearer is also entitled to a tuition waiver for up to six credit hours of instruction.

RETENTION:

a) Record copy. 5 fiscal years after expiration.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
PARKING TICKETS: FINE ASSESSED  Item #103
This record series consists of copies of parking tickets issued on campus by campus police/security for which a fine was assessed. This series does not include state uniform traffic citations which are filed with the Clerk of Court and covered by General Records Schedule GS2 for Law Enforcement, Item #103, CITATIONS. See also “PARKING TICKETS: NO FINE ASSESSED.”
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded, or administrative value lost.

PARKING TICKETS: NO FINE ASSESSED  Item #104
This record series consists of copies of parking tickets issued on campus by campus police/security for which no fine was assessed. This series does not include state uniform traffic citations which are filed with the Clerk of Court and covered by General Records Schedule GS2 for Law Enforcement, Item #103, CITATIONS. See also “PARKING TICKETS: FINE ASSESSED.”
RETENTION:
a) Record copy. 180 days after ticket issued.
b) Duplicates. Retain until obsolete, superseded, or administrative value lost.

PHYSICAL PLANT STATISTICAL REPORTS  Item #78
This record series consists of statistical reports accumulated as a result of new construction and major renovation projects of the college.
RETENTION:
a) Record copy. 5 fiscal years after superseded by new report provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

PLACEMENT REPORTS  Item #18
This record series consists of yearly placement reports of adult career and technical education programs which show percentage of placement of students.
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

REGISTRATIONS: STUDENT  Item #27
This record series consists of records for registration providing such information as name, validation number, fees, course name, and department.
RETENTION:
a) Record copy. 5 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC  Item #105
This record series consists of information pertaining to the eligibility of players and receipts of financial aid in the form of scholarships, including grant-in-aid scholarships, maintained to monitor accounts and to assist in complying with National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and conference rules and regulations. The series may include, but is not limited to, squad lists containing summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; Student-Athlete Health Insurance Portability and Accountability Act (HIPAA) Authorization/Buckley Amendment Consent-Disclosure of Protected Health Information forms; and other related documentation and correspondence. See also “FINANCIAL AID RECORDS” and “SCHOLARSHIP/LOAN RECORDS: ATHLETIC.”
RETENTION:
a) Record copy. 6 anniversary years after graduation, last date of attendance, leaving program, or eligibility is exhausted.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

SCHOLARSHIP/LOAN RECORDS  Item #83
This record series consists of complete files on scholarship recipients and student loans. These files may include, but are not limited to, applications, award letters, letters of acceptance, renewal applications, correspondence, deferment forms, cash payment receipts, certificate of service receipts, terms of the loan or scholarship stipulating how the funds are to be used, account cards, and other related records. File established to maintain complete record of scholarship from application until all notes are satisfied. See also “FINANCIAL AID RECORDS” and “SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC.”
RETENTION:
a) Record copy. 5 fiscal years after paid or declared uncollectable provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/REPORTS  Item #84
This record series documents results of assessment testing conducted to assess students' mastery of basic skills as required by Section 1004.91, Florida Statutes, Career-preparatory instruction. The series may include, but is not limited to, results and reports of such tests as Tests of Adult Basic Education (TABE), Wonderlic Basic Skills Test (WBST), College-Level Academic Skills Test (CLAST), "ASSET," American College Testing (ACT), Florida College Entry-Level Placement Test or Multiple Assessment Placement Service (MAPS), Postsecondary Education Readiness Test (PERT), College Level Examination Proficiency (CLEP), Florida Teacher Certification Exam (FTC), DANTES Subject Standardized Tests (DSST), Miller's Analogies Test (MAT), Graduate Record Examinations (GRE), Graduate Management Admission Test (GMAT), Test of Essential Academic Skills (TEAS), and Scholastic Aptitude Test (SAT). See also "EXAMINATION MATERIALS: STANDARDIZED."
RETENTION:
a) Record copy. 3 fiscal years provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE  Item #86
This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have graduated. The series may include, but is not limited to, results of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL."
RETENTION:
a) Record copy. 1 anniversary year after graduation.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL  Item #87
This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have transferred or withdrawn. The series may include, but is not limited to, results of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents pertaining to individual students who have transferred or withdrawn from school. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE."
RETENTION:
a) Record copy. 3 anniversary years after transfer or withdrawal.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT APPEAL RECORDS  Item #88
This record series consists of appeals for grade changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.
RETENTION:
a) Record copy. 5 fiscal years after final appeal, provided posted to permanent record provided applicable audits have been released.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS  Item #106
This record series consists of records documenting applications for fellowships or undergraduate research symposium awards. The series may include, but is not limited to, application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation. Awards are posted to student record where applicable.
RETENTION:
a) Record copy. 5 fiscal years after awarded.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT CLASS WORK RECORDS  Item #107
This record series consists of 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 instructor or other staff member. For examinations taken by students in classes required for certification or graduation, use "EXAMINATIONS: GRADUATION/CERTIFICATION."
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: PERMANENT ACADEMIC FILE  
Item #91  
This record series consists of the official student transcript documenting courses taken, grades received and degrees awarded. The series may also include any other documentation designated by the school as part of the student’s permanent academic record, such as final actions relating to major disciplinary actions. See also “STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS.”  
RETENTION:  
a) Record copy.  Permanent.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS  
Item #89  
This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, letters of recommendation, drop/add forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. See also “ADMISSION RECORDS: REGISTERED STUDENTS” and “STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE.”  
RETENTION:  
a) Record copy.  5 anniversary years after graduation, transfer or withdrawal provided applicable audits have been released.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

STUDENT NEWSPAPERS  
Item #30  
This record series consists of newspapers produced and distributed by student organizations officially recognized by the school. NOTE: Stocks of student publications are considered duplicates under this series. These records may have archival value. See also “STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS.”  
RETENTION:  
a) Record copy.  Permanent.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS  
Item #31  
This record series consists of copies of materials submitted by contributing reporters/students/faculty, layout sheets, and other materials used in production of student newspapers. See also “STUDENT NEWSPAPERS.”  
RETENTION:  
a) Record copy.  30 days.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

STUDENT RECORDS: INTERNATIONAL STUDENTS  
Item #108  
This record series consists of records required of international students for academic studies. The series includes student visa records, United States Department of Homeland Security Form I-20, Certificate of Eligibility (F-1) Student Status – For Academic and Language Students, and U.S. Department of State Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Retention based on 22CFR62.10(h), Foreign Relations, Department of State Exchange Visitor Program, which requires retention of exchange visitor program records for a minimum of three years.  
RETENTION:  
a) Record copy.  3 anniversary years after graduation, transfer, completion, or withdrawal from program.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

TRANSCRIPT RELEASE FORMS  
Item #95  
This record series consists of transcript release forms completed and signed by the student, or by the parent or guardian, if the student is under the age of 18, providing written consent for release of transcripts. Required for colleges and institutions of higher learning within the State University System, these forms document the release of transcripts to educational institutions, as well as other entities.  
RETENTION:  
a) Record copy.  4 anniversary years after records released or last effective date of authorization, whichever is later.  
b) Duplicates.  Retain until obsolete, superseded or administrative value is lost.

VETERANS RECORDS: EDUCATIONAL ASSISTANCE  
Item #94  
This record series consists of files for each veteran and eligible person certified to receive Veterans Administration educational assistance. The series may include, but is not limited to, records of tuition and fees charged, previous education and training, grades and progress, and other related materials. Retention pursuant to Section 38CFR21.4209, Department of Veterans Affairs, Vocational Rehabilitation and Education, Examination of 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.
WITHDRAWAL RECORDS  Item #35
This record series consists of requests submitted by students to withdraw from a class or classes. See also "DROP/ADD RECORDS."

RETENTION:
a) Record copy.  5 fiscal years after withdrawal.
b) Duplicates. Retain until obsolete, superseded or administrative value is lost.
ABSTRACTS: PROPERTY OWNED BY DISTRICT BOARD OF TRUSTEES
use General Records Schedule GS1-SL for State and Local Government Agencies, item #172, REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or General Records Schedule GS1-SL for State and Local Government Agencies, item #3, ADMINISTRATIVE SUPPORT RECORDS

ACCIDENT RECORDS: STUDENT/EMPLOYEE
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 RECORDS

ACCREDITATION RECORDS: ACCREDITATION REPORT
use ACCREDITATION RECORDS

ACCREDITATION RECORDS: FINAL SELF-STUDY
use ACCREDITATION RECORDS

ADMISSION RECORDS: STUDENTS DENIED ADMISSION
use ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

ADMISSION RECORDS: UNREGISTERED STUDENTS
use ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

ANNUAL REPORT OF THE PRESIDENT
use General Records Schedule GS1-SL for State and Local Government Agencies, item #245, ANNUAL REPORTS: GOVERNING BODY

ANNUAL REPORTS
use ANNUAL REPORTS: DEPARTMENTAL

BENEFIT DISTRIBUTION REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #111, INSURANCE RECORDS: AGENCY

BUDGET TRANSFER FORMS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #340, DISBURSEMENT RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, item #365, RECEIPT/REVENUE RECORDS: DETAIL

CASH CONTROL REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #50, AUTOMATED ACCOUNTING SYSTEM REPORTS

COMMITTEE RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #334, COMMITTEE/BOARD APPOINTMENT RECORDS
or General Records Schedule GS1-SL for State and Local Government Agencies, item #379, COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS

COURSE AND PROGRAM RECORDS
use COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS

DISCIPLINE RECORDS: STUDENT (FINAL ACTION)
use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE
or DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)
or DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

DROP/ADD RECORDS
use DROP/ADD REQUEST RECORDS
ENROLLMENT RECORDS: DEPARTMENTAL COPIES
use ENROLLMENT RECORDS

EXAMINATION MATERIALS: NON-STANDARDIZED (STUDENT)
use EXAMINATION MATERIALS: NON-STANDARDIZED

EXAMINATION MATERIALS: STANDARDIZED (STUDENT)
use EXAMINATION MATERIALS: STANDARDIZED

EXPULSION RECORDS: STUDENT
use DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

FACULTY ASSIGNMENT REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #378, PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

FEE COLLECTION REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #365, RECEIPT/REVENUE RECORDS: DETAIL

FINANCIAL REPORTS: MONTHLY
use General Records Schedule GS1-SL for State and Local Government Agencies, item #107, FINANCIAL REPORTS: ANNUAL (LOCAL GOVERNMENT)

FOLLOW-UP SURVEYS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #30, MANAGEMENT SURVEYS/STUDIES: INTERNAL

FOOD SERVICE RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #365, RECEIPT/REVENUE RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, item #65, CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS
use ADMISSION RECORDS: REGISTERED STUDENTS
or ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) RECORDS
use ADMISSION RECORDS: REGISTERED STUDENTS
or ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

GRANT FILES: FUNDED
use General Records Schedule GS1-SL for State and Local Government Agencies, item #109, GRANT FILES: GRANTOR AGENCY
or General Records Schedule GS1-SL for State and Local Government Agencies, item #348, GRANT FILES: RECIPIENT

GRANT FILES: GEPA-RELATED
use General Records Schedule GS1-SL for State and Local Government Agencies, item #109, GRANT FILES: GRANTOR AGENCY
or General Records Schedule GS1-SL for State and Local Government Agencies, item #348, GRANT FILES: RECIPIENT

HIGHER EDUCATION GENERAL INFORMATION SURVEYS
use FEDERAL POSTSECONDARY EDUCATION SURVEYS

LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE SERVICE)
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #19, PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS SERVICE)
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #116, ATTENDANCE AND LEAVE RECORDS
NEED ASSESSMENT RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #30, MANAGEMENT SURVEYS/STUDIES: INTERNAL

PARKING TICKETS
use PARKING TICKETS: FINE ASSESSED
or PARKING TICKETS: NO FINE ASSESSED

PERMITS: MAIL SERVICE
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #3, ADMINISTRATIVE SUPPORT RECORDS

PERSONNEL RECORDS: ACTIVITY REPORT
use General Records Schedule GS1-SL for State and Local Government Agencies, Item #116, ATTENDANCE AND LEAVE RECORDS

PERSONNEL RECORDS: EVALUATION ACADEMIC/PROFESSIONAL/FACULTY
use General Records Schedule GS1-SL for State and Local Government Agencies, item #19, PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM
or General Records Schedule GS1-SL for State and Local Government Agencies, item #66, PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PLANT SECURITY REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #241, INCIDENT REPORT FILES

PLANT SURVEY REPORTS
use EDUCATIONAL PLANT SURVEY REPORTS

PRIVATE LOAN AND SCHOLARSHIP RECORDS
use SCHOLARSHIP/LOAN RECORDS

PROCEDURES: MANUALS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #186, DIRECTIVES/POLICIES/PROCEDURES

PROJECT FILES: PRIORITY REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #136, PROJECT FILES: CAPITAL IMPROVEMENT

PROJECT FILES: PROGRAM DEVELOPMENT
use General Records Schedule GS1-SL for State and Local Government Agencies, item #291, PROJECT FILES: OPERATIONAL

PROJECT FILES: REAL PROPERTY LEASES
use General Records Schedule GS1-SL for State and Local Government Agencies, item #64, CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

PROMOTION AND TENURE RECORDS
use ACADEMIC PROMOTION/TENURE RECORDS

PROMOTION AND TENURE RECORDS: GRANTED
use ACADEMIC PROMOTION/TENURE RECORDS

REAL PROPERTY ACQUISITIONS/CONDEMNATION/DISPOSAL RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #364, REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION,
or General Records Schedule GS1-SL for State and Local Government Agencies, item #172, REAL PROPERTY RECORDS: PROPERTY ACQUIRED,
or General Records Schedule GS1-SL for State and Local Government Agencies, item #164, REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED
REFUND RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #340, DISBURSEMENT RECORDS: DETAIL

SAFETY-TO-LIFE INSPECTION RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #193, INSPECTION RECORDS: FIRE/SECURITY/SAFETY

STUDENT ADVISEMENT RECORDS: GRADUATE
use STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

STUDENT ADVISEMENT RECORDS: WITHDRAWAL
use STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

STUDENT COUNSELING RECORDS: GRADUATE
use STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

STUDENT COUNSELING RECORDS: WITHDRAWAL
use STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

STUDENT EMPLOYMENT RECORDS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #66, PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

STUDENT IDENTIFICATION RECORDS: FEE PAID
use IDENTIFICATION CARD RECORDS: FEE PAID

STUDENT IDENTIFICATION RECORDS: NO FEE PAID
use IDENTIFICATION CARD RECORDS: NO FEE PAID

STUDENT PROFILE ANALYSIS REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS

STUDENT TRANSCRIPTS
use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE

SUSPENSION RECORDS
use DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

TAX SHELTER ANNUITIES
use General Records Schedule GS1-SL for State and Local Government Agencies, item #183, PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS
or General Records Schedule GS1-SL for State and Local Government Agencies, item #35, PAYROLL RECORDS: POSTED
or General Records Schedule GS1-SL for State and Local Government Agencies, item #195, PAYROLL RECORDS: SUPPORTING DOCUMENTS

TICKETS (SOLD) REPORTS
use General Records Schedule GS1-SL for State and Local Government Agencies, item #238, PUBLIC PROGRAM/EVENT RECORDS,
or General Records Schedule GS1-SL for State and Local Government Agencies, item #365, RECEIPT/REVENUE RECORDS: DETAIL
or General Records Schedule GS1-SL for State and Local Government Agencies, item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS

TRAINING RECORDS: INSTRUCTOR
use COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES
# General Records Schedule GS5 for Public Universities and Colleges

## ***ALPHABETICAL LISTING***

### ACADEMIC PROMOTION/TENURE RECORDS
- Item #80

### ACCREDITATION RECORDS
- Item #96

### ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL
- Item #2

### ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS
- Item #39

### ADMISSION RECORDS: REGISTERED STUDENTS
- Item #41

### ANNUAL REPORTS: DEPARTMENTAL
- Item #43

### ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS
- Item #44

### CLASS ROLLS
- Item #6

### CLASS, COURSE, ROOM, AND FACULTY SCHEDULES
- Item #48

### COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS
- Item #50

### COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES
- Item #34

### DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST
- Item #51

### DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)
- Item #53

### DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)
- Item #54

### DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)
- Item #98

### DROP/ADD REQUEST RECORDS
- Item #40

### EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS
- Item #99

### EDUCATIONAL PLANT SURVEY REPORTS
- Item #20

### EMPLOYEE FEE WAIVER RECORDS
- Item #55

### ENROLLMENT RECORDS
- Item #7

### EXAMINATION MATERIALS: NON-STANDARDIZED
- Item #56

### EXAMINATION MATERIALS: STANDARDIZED
- Item #57

### EXAMINATIONS: GRADUATION/CERTIFICATION
- Item #100

### FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS
- Item #101

### FEDERAL POSTSECONDARY EDUCATION SURVEYS
- Item #65

### FINANCIAL AID RECORDS
- Item #60

### FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED
- Item #102

### FINANCIAL OBLIGATION CLEARANCE RECORDS
- Item #10

### GRADE RECORDS: DATA INPUT FORMS
- Item #62

### IDENTIFICATION CARD RECORDS: FEE PAID
- Item #66

### IDENTIFICATION CARD RECORDS: NO FEE PAID
- Item #67

### IN-SERVICE EDUCATION RECORDS
- Item #14

### INSTITUTIONAL RESEARCH REPORTS
- Item #15

### INSTRUCTOR EVALUATIONS
- Item #68

### INTERNSUPERVISOR PARTICIPATION CERTIFICATES
- Item #69

### PARKING TICKETS: FINE ASSESSED
- Item #103

### PARKING TICKETS: NO FINE ASSESSED
- Item #104

### PHYSICAL PLANT STATISTICAL REPORTS
- Item #78

### PLACEMENT REPORTS
- Item #18

### REGISTRATIONS: STUDENT
- Item #27

### SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC
- Item #105

### SCHOLARSHIP/LOAN RECORDS
- Item #83

### STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/ REPORTS
- Item #84

### STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE
- Item #86

### STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL
- Item #87

### STUDENT APPEAL RECORDS
- Item #88

### STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS
- Item #106

### STUDENT CLASS WORK RECORDS
- Item #107

### STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE
- Item #91

### STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS
- Item #89

### STUDENT NEWSPAPERS
- Item #30

### STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS
- Item #31
<table>
<thead>
<tr>
<th>Category</th>
<th>Item #</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT RECORDS: INTERNATIONAL STUDENTS</td>
<td>108</td>
</tr>
<tr>
<td>TRANSCRIPT RELEASE FORMS</td>
<td>95</td>
</tr>
<tr>
<td>VETERANS RECORDS: EDUCATIONAL ASSISTANCE</td>
<td>94</td>
</tr>
<tr>
<td>WITHDRAWAL RECORDS</td>
<td>35</td>
</tr>
</tbody>
</table>
**NUMERICAL LISTING**

ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL  Item #2
CLASS ROLLS  Item #6
ENROLLMENT RECORDS  Item #7
FINANCIAL OBLIGATION CLEARANCE RECORDS  Item #10

IN-SERVICE EDUCATION RECORDS  Item #14
INSTITUTIONAL RESEARCH REPORTS  Item #15
PLACEMENT REPORTS  Item #18
EDUCATIONAL PLANT SURVEY REPORTS  Item #20

REGISTRATIONS: STUDENT  Item #27
STUDENT NEWSPAPERS  Item #30

STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS  Item #31
COURSE AND PROGRAM RECORDS: PROFESSOR/DEPARTMENT FILES  Item #34
WITHDRAWAL RECORDS  Item #35
ACCREDITATION RECORDS: SUPPORTING DOCUMENTS  Item #39
DROP/ADD REQUEST RECORDS  Item #40

ADMISSION RECORDS: REGISTERED STUDENTS  Item #41
ANNUAL REPORTS: DEPARTMENTAL  Item #43
ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS  Item #44
CLASS, COURSE, ROOM, AND FACULTY SCHEDULES  Item #48
COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS  Item #50

DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST  Item #51
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)  Item #53
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)  Item #54
EMPLOYEE FEE WAIVER RECORDS  Item #55
EXAMINATION MATERIALS: NON-STANDARDIZED  Item #56
EXAMINATION MATERIALS: STANDARDIZED  Item #57
FINANCIAL AID RECORDS  Item #60

GRADE RECORDS: DATA INPUT FORMS  Item #62
FEDERAL POSTSECONDARY EDUCATION SURVEYS  Item #65
IDENTIFICATION CARD RECORDS: FEE PAID  Item #66
IDENTIFICATION CARD RECORDS: NO FEE PAID  Item #67
INSTRUCTOR EVALUATIONS  Item #68
INTERN SUPERVISOR PARTICIPATION CERTIFICATES  Item #69

PHYSICAL PLANT STATISTICAL REPORTS  Item #78
ACADEMIC PROMOTION/TENURE RECORDS  Item #80

SCHOLARSHIP/LOAN RECORDS  Item #83
STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/REPORTS  Item #84
STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE  Item #86
STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL  Item #87
STUDENT APPEAL RECORDS  Item #88
STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS  Item #89

STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE  Item #91
VETERANS RECORDS: EDUCATIONAL ASSISTANCE  Item #94
TRANSCRIPT RELEASE FORMS  Item #95
ACCREDITATION RECORDS  Item #96
ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS  Item #97
DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)  Item #98
EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS  Item #99
EXAMINATIONS: GRADUATION/CERTIFICATION  Item #100

FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS  Item #101
FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED  Item #102
PARKING TICKETS: FINE ASSESSED  
Item #103
PARKING TICKETS: NO FINE ASSESSED  
Item #104
SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC  
Item #105
STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS  
Item #106
STUDENT CLASS WORK RECORDS  
Item #107
STUDENT RECORDS: INTERNATIONAL STUDENTS  
Item #108