

# State of Florida

## ***GENERAL RECORDS SCHEDULE GS5 FOR UNIVERSITIES AND COMMUNITY COLLEGES***



JUNE 2002

Florida Department of State  
State Library and Archives of Florida

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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for financial records stated in this General Records Schedule or in your agency's individual retention schedules may be superseded by retention requirements for financial records as stated in the *General Records Schedule GS1-SL for State and Local Government Agencies* issued November 1,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**

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**ABSTRACTS: PROPERTY OWNED BY DISTRICT BOARD OF TRUSTEES**

**Item# 1**

This record series consists of all college sites and sites upon which colleges have not been built.

**RETENTION:**

- a) Record copy. Retain as long as agency retains property.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**ACCIDENT RECORDS: STUDENT/ EMPLOYEE**

**Item# 36**

This record series consists of documentation of student or employee having an accident of college grounds, in the building or in college activities.

**RETENTION:**

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 Retain until obsolete, superseded or administrative value is lost.

**ACCREDITATION RECORDS: ACCREDITATION REPORT**

**Item# 37**

This record series consists of accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school. See also "ACCREDITATION RECORDS: FINAL SELF-STUDY" and/or "ACCREDITATION 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.

**ACCREDITATION RECORDS: FINAL SELF-STUDY**

**Item# 38**

This record series consists of 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 school. See also "ACCREDITATION RECORDS: ACCREDITATION REPORT" and/or "ACCREDITATION 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.

**ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE / SCHOOL**

**Item# 2**

This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation. See also "ACCREDITATION RECORDS: ACCREDITATION REPORT" and/or "ACCREDITATION RECORDS: FINAL SELF-STUDY."

**RETENTION:**

- a) Record copy. 10 years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**ACCREDITATION RECORDS: SUPPORTING DOCUMENTS**

**Item# 39**

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 including supporting documentation. See also "ACCREDITATION RECORDS: ACCREDITATION REPORT" and/or "ACCREDITATION RECORDS: FINAL SELF-STUDY."

**RETENTION:**

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

**ADMISSION RECORDS: REGISTERED STUDENT**

**Item# 41**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have registered for classes. See also "ADMISSION RECORDS: STUDENTS DENIED ADMISSION" and/or "ADMISSION RECORDS: UNREGISTERED STUDENT."

**RETENTION:**

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

**ADMISSION RECORDS: STUDENTS DENIED ADMISSION**

**Item# 42**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have been denied admission. See also "ADMISSION RECORDS: REGISTERED STUDENT" and/or "ADMISSION RECORDS: UNREGISTERED STUDENT."

**RETENTION:**

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

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**ADMISSION RECORDS: UNREGISTERED STUDENT**

**Item# 3**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who have not registered for classes. See also "ADMISSION RECORDS: REGISTERED STUDENT" and/or "ADMISSION RECORDS: STUDENTS DENIED ADMISSION."

**RETENTION:**

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

**ANNUAL REPORT OF THE PRESIDENT**

**Item# 4**

This record series consists of reports put out by the President of the college giving information and statistics on the college.

**RETENTION:**

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

**ANNUAL REPORTS**

**Item# 43**

This record series consists of summaries of departmental, university or division activities by year.

**RETENTION:**

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

**ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS**

**Item# 44**

This record series consists of IPEDS reports (Integrated Postsecondary Education Data System); OCR reports (Office of Civil Rights); and EEOC reports (Equal Employment Opportunity Commission) specifically the EEO-6 report.

**RETENTION:**

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

**BENEFIT DISTRIBUTION REPORTS**

**Item# 5**

This record series consists of monthly benefit distribution reports of the cost to the college for health and life coverage.

**RETENTION:**

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

**BUDGET TRANSFER FORMS**

**Item# 46**

This record series consists of forms labeled Interfund Budget Transfers which document interdepartmental payments.

**RETENTION:**

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

**CASH CONTROL REPORTS**

**Item# 47**

This record series consists of weekly computer generated reports from Tallahassee listing revenue, encumbrances, expenditures, cash balances and budget balances.

**RETENTION:**

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

**CLASS ROLLS**

**Item# 6**

This record series consists of all students enrolled in 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 consists of class meeting times and days for each course, room assignments, 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.

**COMMITTEE RECORDS**

**Item# 49**

This record series consists of documents the service of individuals on university committees and boards.

**RETENTION:**

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

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**COURSE AND PROGRAM RECORDS**

**Item# 50**

This record series consists of course descriptions, outlines, program documentation, policies, plans for use of special media, outside instructional materials, sampling of student evaluation tools, and other actions 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.

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

**DISCIPLINE RECORDS: STUDENT (FINAL ACTION)**

**Item# 52**

This record series consists of final action minutes of the discipline committee, student court, correspondence, and other supporting documents. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)," "SUSPENSION RECORDS," and/or "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)."

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)**

**Item# 53**

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a major offense. See also "DISCIPLINE RECORDS: STUDENT (FINAL ACTION)" and/or "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)."

**RETENTION:**

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

**DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)**

**Item# 54**

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a minor offense. See also "DISCIPLINE RECORDS: STUDENT (FINAL ACTION)" and/or "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)."

**RETENTION:**

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

**DROP/ ADD RECORDS**

**Item# 40**

This record series consists of drop/add cards, submitted by students for the purposes of dropping and/or adding classes. 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.

**EMPLOYEE FEE WAIVER RECORDS**

**Item# 55**

This record series consists of waiver forms on tuition given to university employees.

**RETENTION:**

- a) Record copy. 3 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 report on cumulative credit hours equivalency and enrollment submitted to the Division of Community Colleges. See also "ENROLLMENT RECORDS: DEPARTMENTAL COPIES."

**RETENTION:**

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

**ENROLLMENT RECORDS: DEPARTMENTAL COPIES**

**Item# 8**

This record series consists of departmental copies of the report on cumulative credit hours equivalency and enrollment submitted to the Division of Community Colleges. See also "ENROLLMENT RECORDS."

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**RETENTION:**

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

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

**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 also includes those tests administered by the teacher. See also "EXAMINATION MATERIALS: STANDARDIZED (STUDENT)."

**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 (STUDENT)**

**Item# 57**

This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge. This record series also includes those tests administered by the teacher. See also "EXAMINATION MATERIALS: NON-STANDARDIZED (STUDENT)."

**RETENTION:**

- a) Record copy. 3 fiscal years provided test scores posted to permanent record provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**EXPULSION RECORDS: STUDENT**

**Item# 9**

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

**FACULTY ASSIGNMENT REPORTS**

**Item# 58**

This record series consists of computer generated reports issued each semester documenting faculty workload in instruction and/or research.

**RETENTION:**

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

**FEE COLLECTION REPORTS**

**Item# 59**

This record series consists of fee statements and amounts collected from the students. The reports include all pertinent financial transactions made by the students for registration in the college.

**RETENTION:**

- a) Record copy. 3 fiscal years 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 consists of student applications, award computations, acceptance letters, student assignments and evaluations.

**RETENTION:**

- a) Record copy. 5 years after last enrollment provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is 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 fine. After clearance, the forms are sent to the Registrar's Office so that the hold can be lifted from the student's file.

**RETENTION:**

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

**FINANCIAL REPORTS: MONTHLY**

**Item# 11**

This record series consists of a monthly official statement of the financial status of the specific entity concerning its operation for the preceding year as required by s. 218.32, F.S. A copy of the monthly statement is submitted to the Department of Banking and Finance.

**RETENTION:**

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

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**FOLLOW-UP SURVEYS**

**Item# 12**

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

**RETENTION:**

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

**FOOD SERVICE RECORDS**

**Item# 13**

This record series consists of reports of documents of operation of food service program which includes deposits, monies collected, etc.

**RETENTION:**

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

**GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS**

**Item# 61**

This record series consists of application, transmittal sheets, correspondence and test results. The permanent record/diploma is retained by the Department of Education. The retention period is pursuant to Rule 6A-14.051, F.A.C.

**RETENTION:**

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

**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.

**GRANT FILES: FUNDED**

**Item# 63**

This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of funded grant funds. See also "GRANT FILES: GEPA-RELATED."

**RETENTION:**

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

**GRANT FILES: GEPA-RELATED**

**Item# 64**

This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of GEPA-related grant funds. See also "GRANT FILES: FUNDED."

**RETENTION:**

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

**HIGHER EDUCATION GENERAL INFORMATION SURVEYS**

**Item# 65**

This record series consists of student records containing the signed Statement of Educational Purpose; the signed Statement of Registration Compliance, if required, and any documents used to verify the student's registration status. The retention period for the record copy was established pursuant to Section 34 CFR 617.5(b).

**RETENTION:**

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

**IDENTIFICATION RECORDS: FEE PAID**

**Item# 66**

This record series consists of identification cards and photographs for all employees and students which may include the employee's name, date of birth, height, weight, sex, race, agency head's name and agency being represented by the employee and the fee is paid. See also "IDENTIFICATION RECORDS: NO FEE PAID."

**RETENTION:**

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

**IDENTIFICATION RECORDS: NO FEE PAID**

**Item# 67**

This record series consists of identification cards and photographs for all employees and students which may include the employee's name, date of birth, height, weight, sex, race, agency head's name and agency being represented by the employee and no fee is paid. See also "IDENTIFICATION RECORDS: FEE PAID."

**RETENTION:**

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

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**IN-SERVICE EDUCATION RECORDS**

**Item# 14**

This record series consists of component name and I.D., objectives, description, evaluation, budget, participants, and performance records. See also "TRAINING RECORDS: INSTRUCTOR."

**RETENTION:**

- a) Record copy. 3 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 copies of institutional research reports generated by the college. Contains complete file on each research project and report. In addition, provides reports prepared routinely and by specific request to provide information about the institution and its students. *"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 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 issued by the Board of Regents to be awarded to persons who supervise interns or student teachers. Once issued, the certificate may be used at any of the nine SUS schools and entitles bearer to one "free" term of instruction. The certificate is valid for six years from the date of issuance.

**RETENTION:**

- a) Record copy. 6 fiscal years after issued.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE SERVICE)**

**Item# 70**

This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with ten or more years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE. See also "LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS OF SERVICE)."

**RETENTION:**

- a) Record copy. 25 years after separation or termination of employment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS SERVICE)**

**Item# 71**

This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with less than 10 years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE. See also "LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE SERVICE)."

**RETENTION:**

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

**NEED ASSESSMENT RECORDS**

**Item# 16**

This record series consists of results tabulated from survey questionnaires or similar procedures in a particular program area. These results suggest to the college what should be done in developing or deleting these programs.

**RETENTION:**

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

**PARKING TICKETS**

**Item# 74**

This record series consists of copies of the state uniform traffic citations issued on campus.

**RETENTION:**

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

**PERMITS: MAIL SERVICE**

**Item# 75**

This record series consists of bulk mailing permits.

**RETENTION:**

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



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**PERSONNEL RECORDS: ACTIVITY REPORT**

**Item# 76**

This record series consists of reports used for fiscal purposes to determine time spent by academic and non-academic employees.

**RETENTION:**

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

**PERSONNEL RECORDS: EVALUATION ACADEMIC/PROFESSIONAL/ FACULTY**

**Item# 77**

This record series consists of contains a complete annual evaluation packet for A&P and faculty members and may include activity or achievement reports plus supporting documentation such as correspondence, publications, annual position descriptions, goals for the coming year, summary of the evaluation, etc.

**RETENTION:**

- a) Record copy. 5 years after termination of employment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is 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, vocational and technical colleges which shows 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.

**PLANT SECURITY REPORTS**

**Item# 19**

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.

**RETENTION:**

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

**PLANT SURVEY REPORTS**

**Item# 20**

This record series consists of records which direct expenditure of State funds.

**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.

**PRIVATE LOAN AND SCHOLARSHIP RECORDS**

**Item# 21**

This record series consists of letters and related information concerning the terms of the loan or scholarship stipulating how the funds are to be used.

**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.

**PROCEDURES: MANUALS**

**Item# 22**

This record series consists of published documents that provide the series of steps to be followed in completing a specific task.

**RETENTION:**

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

**PROJECT FILES: PRIORITY REPORTS**

**Item# 79**

This record series consists of reports required by the State Board of Education giving status of construction projects-completed, in progress and projected. See also "PROJECT FILES: PROGRAM DEVELOPMENT" and/or "PROJECT FILES: REAL PROPERTY LEASES."

**RETENTION:**

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

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**PROJECT FILES: PROGRAM DEVELOPMENT**

**Item# 23**

This record series consists of the evaluations and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as well as the designing of new programs. Also, the project's records include researching, planning, designing, and evaluating files; salary payments; and purchasing of instructional equipment.

**RETENTION:**

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

**PROJECT FILES: REAL PROPERTY LEASES**

**Item# 24**

This record series consists of correspondence, approvals and authorizations, budgets, expenditures, revenues, plans and specifications, inspection reports and other documents related to educational facilities real property leases. See also "PROJECT FILES: PRIORITY REPORTS" and/or "PROJECT FILES: PROGRAM DEVELOPMENT."

**RETENTION:**

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

**PROMOTION AND TENURE RECORDS: DENIED**

**Item# 80**

This record series consists of documentation for the review process on denied promotions and tenure. This series contains forms, letters, and accompanying data. See also "PROMOTION AND TENURE RECORDS: GRANTED."

**RETENTION:**

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

**PROMOTION AND TENURE RECORDS: GRANTED**

**Item# 81**

This record series consists of documentation for the review process on granted promotions and tenure. This series contains forms, letters, and accompanying data. If granted, the complete file of the promotion and tenure documents is placed in the permanent personnel file. See also "PROMOTION AND TENURE RECORDS: DENIED."

**RETENTION:**

- a) Record copy. 25 years after termination of employment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**REAL PROPERTY ACQUISITIONS/ CONDEMNATION/DISPOSAL RECORDS**

**Item# 25**

This record series consists of College sites records since original acquisition, all correspondence, and contracts.

**RETENTION:**

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

**REFUND RECORDS**

**Item# 26**

This record series consists of refund authorizations received from the Registrar's Office for withdrawal, cancellation, drop, application fees: from the Cashier's Desk for over payments or double payments. All authorizations show the student's name, address, student number, fees assessment number, amount of refund, reason for refund, check number, date issued and date mailed or received.

**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 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 Rule 6A-14.051, F.A.C.

**RETENTION:**

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

**SAFETY-TO-LIFE INSPECTION RECORDS**

**Item# 82**

This record series consists of reports and correspondence related to safety-to-life inspections of college facilities conducted in accordance with Rule 2A-2.076, F.A.C.

**RETENTION:**

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

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**SCHOLARSHIP/ LOAN RECORDS**

**Item# 83**

This record series consists of complete files on state scholarship recipients and student loans. These files include application, award letter, letter of acceptance, renewal application, all correspondence, deferment form, cash payment receipts, certificate of service receipts and account card. File established to maintain complete record of scholarship from application until all notes are satisfied. See also "FINANCIAL AID RECORDS."

**RETENTION:**

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

**STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/ REPORTS**

**Item# 84**

This record series consists of mastery results and reports of minimum performance standards in reading, writing and mathematics and demonstrated ability to successfully apply basic skills to everyday life situations as required by Florida Statutes Section 232.246(1)(b). These include "CLAST," "ASSET," "ACT," "MAPS," and "SAT." See also "EXAMINATION MATERIALS: STANDARDIZED (STUDENT)."

**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 RECORDS: GRADUATE**

**Item# 86**

This record series consists of the results of interest inventories, individual aptitude and ability tests, personality inventory, AET, CEEB, SCAT, and BCC placement tests, counselors' notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students who have graduated. See also "STUDENT ADVISEMENT RECORDS: WITHDRAWAL," "STUDENT COUNSELING RECORDS: GRADUATE" and/or "STUDENT COUNSELING RECORDS: WITHDRAWAL."

**RETENTION:**

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

**STUDENT ADVISEMENT RECORDS: WITHDRAWAL**

**Item# 87**

This record series consists of withdrawal records which includes the result of interest inventories, individual aptitude and ability tests, personality inventoried, AET, CEEB, SCAT and BCC placement tests, counselors' notes, copies of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students that have withdrawn from school. See also "STUDENT ADVISEMENT RECORDS: GRADUATE," "STUDENT COUNSELING RECORDS: GRADUATE" and/or "STUDENT COUNSELING RECORDS: WITHDRAWAL."

**RETENTION:**

- a) Record copy. 3 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. 3 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 COUNSELING RECORDS: GRADUATE**

**Item# 28**

This record series consists of transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students. See also "STUDENT ADVISEMENT RECORDS: GRADUATE," "STUDENT ADVISEMENT RECORDS: WITHDRAWAL" and/or "STUDENT COUNSELING RECORDS: WITHDRAWAL."

**RETENTION:**

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

**STUDENT COUNSELING RECORDS: WITHDRAWAL**

**Item# 29**

This record series consists of withdrawal records which includes transcripts, grade reports, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students. See also "STUDENT ADVISEMENT RECORDS: GRADUATE," "STUDENT ADVISEMENT RECORDS: WITHDRAWAL" and/or "STUDENT COUNSELING RECORDS: GRADUATE."

**RETENTION:**

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

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**STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS**

**Item# 89**

This record series consists of admissions applications, correspondence, 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. These records relate to the maintenance of the active student record.

**RETENTION:**

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

**STUDENT EMPLOYMENT RECORDS**

**Item# 90**

This record series consists of documentation for student OPS and College Work Study and may include but is not limited to the student assistant employment forms, W-4 card, copy of the social security card, clearance for student employees' salary, justification letter, work permits, and evaluative material.

**RETENTION:**

- a) Record copy. 3 fiscal years after termination of employment 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 copies of materials submitted by reporters/students/faculty, layout sheets and other materials used in production. 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 reporters/students/faculty, layout sheets and other materials used in production. See also "STUDENT NEWSPAPERS."

**RETENTION:**

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**STUDENT PROFILE ANALYSIS REPORTS**

**Item# 32**

This record series consists of statistical service reports provided to all administrative departments and considered transitory in nature. These records are not required under Community Colleges Management Information System State Reports.

**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 TRANSCRIPTS**

**Item# 91**

This record series consists of the official student record documenting courses taken, grades received and degrees awarded.

**RETENTION:**

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

**SUSPENSION RECORDS**

**Item# 33**

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. See also "DISCIPLINE RECORDS."

**RETENTION:**

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

**TAX SHELTER ANNUITIES**

**Item# 92**

This record series consists of computer listing in alphabetical order containing names of employee, social security number, and net amount of deductions taken during the month.

**RETENTION:**

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

**TICKETS (SOLD) REPORTS**

**Item# 93**

This record series consists of reports of tickets sold for various events sponsored by the college in accordance with policies and procedures of the district board of trustees.

**RETENTION:**

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

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**TRAINING RECORDS: INSTRUCTOR**

**Item# 34**

This record series consists of a record for each course that is taught by the college. It may include the schedules, course material and any development material. See also "IN-SERVICE EDUCATION RECORDS."

**RETENTION:**

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

**TRANSCRIPT RELEASE FORMS**

**Item# 95**

This record series consists of transcript release documents which are required by s. 228.093(3)(d), F.S. to be completed and signed by the student, or the parent or guardian, if the student is under the age of eighteen. These forms contain written consent for release of transcripts. Required for community 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. 1 fiscal year provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

**VETERANS RECORDS: EDUCATIONAL ASSISTANCE**

**Item# 94**

This record series consists of file for each veteran and eligible person certified to receive Veterans Administration educational assistance. The retention period mentioned below for the record copy was established pursuant to Section 38 CFR 21.4209.

**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 cards submitted by student through instructor to withdraw from a class or classes. See also "DROP/ ADD RECORDS."

**RETENTION:**

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