

## **Records Retention**

The information below comes from General Records Schedule GS7 for Public Schools Pre-K-12, adult & Vocational/Technical of the State of Florida. The entire document can be accessed on line at [dhis.dos.state.fl.us/barm/](http://dhis.dos.state.fl.us/barm/) Click on Services for Records Managers, General Records Schedule and scroll down to GS7 and click on Word or PDF document.

### **ABUSE/NEGLECT RECORDS**

This record series consists of Department of Children and Families reporting forms for suspicion of child abuse or neglect. The Department of Children and Families has the record copy.

**RETENTION:** 1 year after case is closed. DCF must be called to determine if the case is closed. Graduation does not mean the case is closed.

### **ACCESS LOG: STUDENT EDUCATIONAL RECORDS**

This record series consists of an access log maintained on those individuals outside of district staff who access a student's cumulative folder. The log notes the name of the individual who has gained access and under what authority. The log may record the individual's employer, a law enforcement officer's badge number, or other elements of identification.

**RETENTION:** 5 school years

### **ACCESS LOG: PERSONNEL RECORDS**

This record series consists of log of those individuals accessing a school employee's personnel file. The log may record the time and date of access as well as the individual's name.

**RETENTION:** 5 fiscal years

### **ACCIDENT RECORDS**

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

**RETENTION:** 5 years after report.

### **ADMINISTRATION AND AUTHORIZATION OF MEDICINE**

This record series consists of written notice from a parent or guardian authorizing the school to administer prescription and non-prescription medicine to their child in accordance with a prescription, directions, and district policies. The parent/guardian and doctor's names, addresses, and telephone numbers may be listed on the notice in case of

emergency. This series may contain records which document the administration of medicine to a student including: the name of the medicine administered and by whom, the dosage, the child's name, the date and time, refusal of a student to take the medicine, and the quantity of drugs remaining.

**RETENTION:** 7 years

### **APPLICATIONS: FREE AND REDUCED PRICE MEALS**

This record series consists of application forms for free and reduced price lunch, notices indicating the status of the application and final decision of eligibility. This series applies to the National School Lunch Program, Special Milk Program, School Breakfast Program, and the Summer Food Service Program.

**RETENTION:** 5 fiscal years

### **ATHLETIC ELIGIBILITY RECORDS**

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

**RETENTION:** 6 months after the season ends

### **ATTENDANCE RECORDS**

This record series consists of records showing attendance of a student at school. This series includes rosters of absences and tardiness, as well as automated records of daily attendance. (Note: The actual register of attendance no longer needs to be used. The electronic keeping of records fulfills the requirement.)

**RETENTION:** 5 fiscal years

### **CLINIC LOG**

This record series consists of a list of which children enter the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed.

**RETENTION:** 7 years

### **FIELD TRIP AUTHORIZATIONS**

This record series consists of records regarding parental/guardian approval/disapproval to take students on trips. Documentation normally includes purpose of trip, date, and destination. These records are on approved forms.

**RETENTION:** 5 Years

### **GRADE RECORDS: TEACHER GRADE BOOKS**

This record series consists of student grade reports, and grade books. The teacher grade book is kept by the school.

**RETENTION:** 5 fiscal years

## **HANDBOOKS**

This refers to Parent/Student and Faculty handbooks.

**RETENTION:** Permanent (Either hard copy or electronic)

## **HANDBOOKS COVER SHEETS**

This refers to the cover sheets on handbooks indicating Parent/Student/Faculty agreement to follow the policies contained within.

**RETENTION:** 5 school years.

## **MEDIA RELEASE FORMS**

This refers to the forms allowing for the publication of student pictures, video, etc.

**RETENTION:** 5 School years

## **PERSONNEL RECORDS**

These records refer to personnel records for employees no longer employed at the school.

**RETENTION:** Permanent (See Personnel Files Archived)

## **PLAN BOOKS**

This record series consists of the lesson plans each teacher makes for daily teaching of classes.

**RETENTION:** 5 years by the school

## **RELEASE OF INFORMATION**

This record series consists of a form or record which authorizes the release of educational information to another party by the parent/guardian or the adult student. This release would indicate what records are to be sent and to whom or what institution.

**RETENTION:** 5 years

## **STUDENT EDUCATION RECORDS: PERMANENT RECORD CARDS**

This record series includes the permanent record card with the following information: Personally identifiable information, the name of the last school attended, attendance history, grades and classes, date of graduation or completion, and the social security number of adult students.

**RETENTION:** Permanent. Media optional.