

GENERAL RECORDS SCHEDULE FOR PUBLIC SCHOOLS PreK-12, ADULT AND VOCATIONAL TECHNICAL (GS7&

NOTE: All duplicates should be retained until obsolete, superseded or administrative value is lost.

RECORD TYPE	ITEM #	RECORD COPY RETENTION
Absentee Excuses And Admission Slips	1	Until obsolete, superseded, of administrative value is lost
Abuse/Neglect Records	110	1 year after closed
Access Log: Student Educational Records	111	3 school years
Access Log: Personnel Records	112	1 fiscal year
Accident Records	2	5 years after report
Accreditation Records: Final Self-Study	5	5 fiscal years provided applicable audits have been released and resolved
Accreditation Records: Supporting Documents	6	Retain until obsolete, superseded or administrative value is lost
Administration and Administration of Medicine	113	7 years
Agreements: Expunge, Delete or Correct Student Record	114	Permanent, media optional
Applications: Free and Reduced Meal Price	7	3 fiscal years provided applicable audits have been released and resolved
Architectural Plans/Specifications: Educational/Schematic	8	Retain until completion and acceptance
Arrest Information Sheet	115	9 months from date of arrest
Athletic Eligibility Records	116	6 months after the season end
Attendance Records: Student	9	3 fiscal years provided applicable audits have been released and resolved
Ballots: Student Elections	117	90 days after results announced
Bus Schedules/Reports	17	3 fiscal years
Census Records: Cards	19	Permanent, media optional
Census Records: Reports	20	3 fiscal years provided applicable audits have been released and resolved
Charter School Records	119	2 years after charter expires, terminates or is not renewed provided applicable audits have been released and resolved
Clinic Log	120	7 years
Course Outlines	23	Retain until obsolete, superseded or administrative value is lost
Curriculum Files	24	3 fiscal years
Diplomas/Certificates: Student	121	90 days
Discipline Records: Student (Major Offense)	26	3 school years
Disciplines Records: Student (Minor Offense)	27	Retain until the end of school year
Emergency Notification Records	122	Retain until obsolete, superseded or administrative value is lost
Examination Materials: Standard	28	Retain until 90 days after test results are posted to the student record

Examination Materials/Records: Standardized Psychoeducational	123	Retain for 3 years after the test results are entered in to the student record
Examination Reports: Standardized	29	3 fiscal years
Examination Results: Standardized	124	Retain until posted to the student record
Exceptional Student Education Records	125	5 years after graduation, transfer out of program, refusal of admittance to the program or withdrawal from school district provided applicable audits are released and resolved
Expulsion Records: Student	31	5 fiscal years after final disposition
Fall Staff Records	33	3 fiscal years provided applicable audits have been released and resolved
Federal Cash Advance Reconciliation Records	35	3 fiscal years provided applicable audits have been released and resolved
Federal Impact Aid Records	36	5 fiscal years provided applicable audits have been released and resolved
Field Trip Authorizations	37	Retain until the end of school year
Financial Reports: Categorical (Non-FTE)	39	4 fiscal years provided applicable audits have been released and resolved
Florida Inventory School Houses (FI SH) Forms	41	Retain until obsolete, superseded or administrative value is lost
Follow-Up surveys	42	3 years after completion
Food Service Records: Analysis Reimbursement/Claim Reports	43	3 fiscal years provided applicable audits have been released and resolved
Food Service Records: Eligibility Hearing	126	3 fiscal years provided applicable audits have been released and resolved
Food Service Records: Commodity Issue Slips	44	3 fiscal years after the close of federal fiscal year provided applicable audits have been released and resolved
Food Service: End-of-Month Reports	45	3 fiscal years after submission of the final Claim for Reimbursement for that year, provided applicable audits have been released and resolved
Food Service Records: Inventory	47	3 fiscal years provided applicable audits have been released and resolved
Food Service Records: Production	48	3 fiscal years provided applicable audits have been released and resolved
Food Service Records: Receipt Reports	49	3 fiscal years provided applicable audits have been released and resolved
Full-Time Equivalency Records: Annual Projections	51	Retain until obsolete, superseded or administrative value is lost
Full-Time Equivalency Records: Certification (District)	63	3 fiscal years provided applicable audits have been released and resolved
Full-Time Equivalency Records: Certification (School)	64	3 fiscal years provided applicable audits have been released and resolved
Full-Time Equivalency Records: Supporting Documents	54	3 fiscal years provided applicable audits have been released and resolved
General Equivalency Diploma (GED) Records	56	3 fiscal years provided applicable audits have been released and resolved
Grade Records: Final Grades	57	Retain until posted to permanent records
Health, Education and Welfare (HEW) Annual Reports	62	3 fiscal years provided applicable audits have been released and resolved

Health, Education and Welfare (HEW) Office for Civil Right Compliance Refusal Report	63	3 years after final report
Health Immunization Notice of Non- Compliance	128	Until in compliance
In-Service Education Records	65	5 fiscal years provided posted to permanent record
Inspection Records: Facilities/Building	66	5 fiscal years after re-inspection
Internship Records: Student	129	5 anniversary years
Lesson Plan Books/Files	67	Retain until obsolete, superseded or administrative value is lost
Maps: Boundary	68	3 years after update
Millage and Bond Election Records	70	Retain until obsolete, superseded or administrative value is lost
Professional Treatment Records	130	7 anniversary years
Professional Orientation Program Records	14	3 fiscal years
Program Cost Reports	74	3 fiscal years provided applicable audits have been released and resolved
Registrations: Student	82	3 fiscal years provided applicable audits have been released and resolved
Release of Information: Generic	131	Retain as long as the cumulative record that it relates to
Release of Information: Medical	132	7 anniversary years
Security Reports	73	5 fiscal years after final disposition
Skill Mastery Records	86	30 days after notification of test results
Speaker Conformation Records	135	3 fiscal years provided applicable audits have been released and resolved
State Student Assessment Records: District/School	87	Retain until obsolete, superseded or administrative value is lost
State Student Assessment Records: Student	88	Retain until test scores posted to "Category B, Cumulate Folder"
Statement of Contest	136	As long as the item it relates to
Student Broadcast Records: Audio/Video	137	1 year after broadcast
Student Class Work Records	89	c
Student Education Records: Category A	90	Permanent, media optional
Student Education Records: Category B	91	3 anniversary years provided applicable audits have been released and resolved
Student Lists	92	Retain until obsolete, superseded or administrative value is lost
Student Newspapers	138	1 year after publication
Student Organization Records	139	1 school years
Student Schedule Records: Final Schedule	93	3 fiscal years provided applicable audits have been released and resolved
Student Schedule Records: Preliminary Schedule	94	Retain until obsolete, superseded or administrative value is lost
Substitute Teacher Roster	140	Retain until obsolete, superseded or administrative value is lost
Television Station Use Log	141	3 fiscal years provided applicable audits have been released and resolved
Textbook Account Files/I nventories	98	3 fiscal years provided applicable audits have been released and resolved

Textbook Evaluation Records	99	Retain while textbook is in regular adoption
Transportation (FEFP) Survey Reports	100	4 fiscal years provided applicable audits have been released and resolved
Transportation (FEFP) Survey Reports: supporting Documents	101	3 fiscal years provided applicable audits have been released and resolved
Veterans Records: Student	105	5 years after graduation, transfer or withdrawal
Vocational Education Information System: Final Class Roster	106	3 fiscal years provided applicable audits have been released and resolved
Vocational Placement Reports	107	3 fiscal years provided applicable audits have been released and resolved
Volunteer Program Records: Non- State/Federal	108	3 fiscal years