



The School Board of Broward County, Florida 600 S.E. 3rd Avenue Ft. Lauderdale, FL 33301		<b>RECORDS DISPOSITION REQUEST</b>			NO. 260 PAGE 1 OF 19 PAGES	
1. DIVISION <b>All</b>			2. LOCATION <b>Departments &amp; Schools</b>			
3. SUBMIT TO RECORDS RETENTION			4. CONTACT (Name and Telephone) <u>Lucia Ungaro</u> <u>754 321-3151</u>			
5. NOTICE OF INTENTION The scheduled records listed in Item 7 are to be disposed of in the manner checked below (specify only one):  <input checked="" type="checkbox"/> a. Destruction  <input type="checkbox"/> b. Other _____			6. Disposal for the records listed below is authorized SUBMITTED BY:  <u>8 14 17</u> Signature Date  <u>Lucia Ungaro, Records Management Liaison Officer</u> Name and Title			
7. LIST OF RECORD SERIES						
a Schedule Book	b Item No.	c Title	d Destroy Up to:	e Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization	
SBBC-20	1	Withdrawal Sheet	6/30/2011 5 fiscal years			
SBBC-20	2	New Students Log Sheet	6/30/2011 5 fiscal years			
SBBC-24	1	Cosmetology Price List	6/30/2012 4 fiscal years			
8. DISPOSAL AUTHORIZATION: The audit requirements for these records have been fully justified and further retention is not required for any litigation pending or imminent. I hereby certify that the records to be disposed of are correctly represented above			9. DISPOSAL CERTIFICATE: All records listed have been disposed in the manner and on the date shown in column f.			
 Chief Auditor <u>2-14-17</u> Office of the Chief Auditor Date			Principal/Director Signature _____ Date _____			
			Print Name and Title _____			
			Witness Signature _____ Date _____			
			Print Name and Title _____			
			School/Location Name & Number _____			
Form #4195 Rev. 3/15			NOTE: Upon disposition retain a copy of this form for your records			

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS7	1	Absentee Excuses and Admissions Slips a) Record copy	6/30/2016 30 days after end of grading period or appeal expired		
GS7	110	Abuse/Neglect/Abandonment Records a) Record copy	6/30/2009 7 anniversary years after case closed		
GS7	2	Accident Records: Students a) Record copy	6/30/2009 7 anniversary years after accident report		
GS7	5	Accreditation Records a) Record copy	6/30/20011 5 fiscal years after accreditation determination		
GS7	143	Apprenticeship Agreement Records a) Record copy	6/30/2011 5 anniversary years after completion or cancellation		
GS7	115	Arrest Information: Student a) Record copy	No later than <b>9 months</b> from date of arrest. Remove from all school records		
GS7	116	Athletic Eligibility Records a) Record copy	6/30/2015 6 months after the season ends		
GS7	9	Attendance Records: Student a) Record copy	6/30/2013 3 fiscal years after audit released		
GS7	134	Award and Recognition Selection Records a) Record copy	6/30/2016 After 90 days		
GS7	117	Ballots: Student Elections/Polls a) Record copy	6/30/2016 90 days after results announced		
GS7	144	Biometric Identification Records a) Record copy	6/30/2011 Retain until student is no longer registered in school		
GS7	118	Bus Driver License Check Records a) Record copy	6/30/2011 5 fiscal years after final action		
GS7	145	Bus Registration and Seating Records a) Record copy	6/30/2011 5 fiscal years after final action		
GS7	17	Bus Schedules/Reports a) Record copy	6/30/2011 5 fiscal years		
GS7	106	Career and Technical Education Information System: Final Class Report a) Record copy	6/30/2013 3 fiscal years if audit released		

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS7	119	Charter School Records a) Record copy	6/30/2014 2 anniversary years after denial of application or expiration or termination of charter if audits released		
GS7	120	Clinic Log a) Record copy	6/30/2009 7 anniversary years		
GS7	24	Curriculum Files a) Record copy	6/30/2013 3 fiscal years		
GS7	121	Diplomas/Certificates/Awards: Student a) Record copy	6/30/2015 1 fiscal year		
GS7	26	Discipline Records: Student (Major Offense) a) Record copy	6/30/2011 5 school years		
GS7	27	Discipline Records: Student (Minor Offense) a) Record copy	6/30/2011 5 fiscal years		
GS7	146	Drop/Add Request Records a) Record copy	6/30/2016 Retain until end of school year to which request applies		
GS7	147	E-Rate Program Records a) Record Copy	6/30/2011 5 fiscal years after completion of or withdrawal/transfer from program		
GS7	122	Emergency Notification Records a) Record Copy	6/30/2013 3 fiscal year		
GS7	148	English for Speakers of Other Languages (ESOL) Records a) Record Copy	6/30/2011 5 fiscal years after completion of or withdrawal/transfer from program if audit released		
GS7	28	Examination Materials: Standardized a) Record copy	6/30/2015 90 days after test results are posted to student record		
GS7	123	Examination Material/Records: Standardized Psychoeducational a) Record copy	6/30/2011 5 anniversary years after test results are posted to the student record		
GS7	29	Examination Reports: Standardized a) Record copy	6/30/2011 5 fiscal years if audit released		

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GS7	124	Examination Results: Standardized a) Record copy	6/30/2015 1 school year after results posted to student record		
GS7	125	Exceptional Student Education (ESE) Records a) Record copy <b>*5 fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released</b>	6/30/2011 5 fiscal years *See retention requirements under title (Column C)		
GS7	31	Expulsion Records: Student a) Record copy	6/30/2011 5 years after final disposition		
GS7	37	Field Trip /Student Activity Authorizations a) Record copy	6/30/2011 5 school years		
GS7	150	Financial Aid Records a) Record copy	6/30/2011 5 fiscal years after last enrollment if audit released		
GS7	151	Florida Inventory of School Houses (FISH) Certifications - a) Record copy	6/30/2006 10 school year after final action		
GS7	152	Follow-Up Surveys and Placement Reports a) Record copy	6/30/2011 5 fiscal years if audit released		
GS7	153	Food Service Records a) Record copy	6/30/2011 5 fiscal years if audit released		
GS7	126	Food Service Records: Free and Reduced Price Meal Eligibility Hearing a) Record copy	6/30/2013 3 anniversary years if audit released		
GS7	154	Full-Time Equivalency Records: a) Record copy	6/30/2013 3 fiscal years if audit released		
GS7	56	General Equivalency Diploma (GED) Records a) Record copy	6/30/2013 3 fiscal years if audit released		
GS7	57	Grade Records: Final Grades a) Record copy	6/30/2014 Provided posted to permanent record		
GS7	59	Grade Records: Teacher Grade Books a) Record copy	6/30/2013 3 fiscal years if audit released		

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS7	62	Health Education and Welfare (HEW) Annual Reports a) Record copy	6/30/2013 3 anniversary years if audit released		
GS7	63	Health Education and Welfare (HEW) Office for Civil Rights a) Record copy	6/30/2013 3 anniversary years after final report		
GS7	128	Health Immunization Notice of Non-Compliance a) Record copy	6/30/2015 Until in compliance		
GS7	156	Home Education Program Records a) Record copy	6/30/2011 5 anniversary years after completion or termination of program		
GS7	157	Homebound/Hospital Program Records a) Record copy	6/30/2011 5 school years if audit released		
GS7	65	In-Service Education Records a) Record copy	6/30/2011 5 fiscal years if audit released		
GS7	129	Internship Records: Student a) Record copy	6/30/2011 5 fiscal years after completion or termination of internship		
GS7	67	Lesson Plan Books a) Record copy	6/30/2013 3 fiscal years if audit released		
GS7	68	Maps: School Boundary a) Record copy	6/30/2013 3 school years after updated		
GS7	158	Medical/Health Care Records: Student a) Record copy	6/30/2009 7 anniversary years after last patient/student contact		
GS7	159	Parent/Guardian Consents for Photographic/Video/Audio Recording of Student a) Record copy	6/30/2011 5 school years		
GS7	160	Parental Authority Records - a) Record copy	6/30/2011 5 school years after the records are no longer in effect or student no longer registered with the school district		
GS7	161	Parking Decal/Permit Records: Students a) Record copy	6/30/2015 Retain as long as decal/permit is in effect		

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GS7	33	Public Schools Staff Survey Files a) Record copy	6/30/2013 3 fiscal years after final action		
GS7	162	Registrations: Adult and Career Education a) Record copy	6/30/2011 5 fiscal years		
GS7	163	Registrations: K-12 a) Record copy	6/30/2013 3 fiscal years		
GS7	131	Release of Student Information: Generic a) Record copy	6/30/2011 5 anniversary years after records released or last effective date of authorization, whichever is later		
GS7	132	Release of Information: Medical a) Record copy	6/30/2009 7 anniversary years		
GS7	133	School Choice Records a) Record copy	6/30/2013 3 fiscal years after final action		
GS7	166	School Improvement Plan Records a) Record copy	6/30/2013 3 fiscal years		
GS7	142	Security Screening Records a) Record copy	6/30/2010 6 anniversary years after receiving results of screening		
GS7	86	Skill Mastery Records a) Record copy	6/30/2015 30 days after notification of test results		
GS7	167	Student Alternate Transportation Authorization Records a) Record copy	6/30/2011 5 fiscal years.		
GS7	137	Student Broadcast Recordings a) Record copy	6/30/2015 1 anniversary year after broadcast except if archival value		
GS7	91	Student Education Records: Category B a) Record copy	6/30/2011 5 school years		
GS7	136	Student Education Records: Statement of Contested Information a) Record copy	6/30/2011 Retain together with the contested information		
GS7	138	Student Newspaper a) Record copy	6/30/2015 1 school year from publication except if archival value		

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GS7	139	Student Organization Records a) Record copy Television Station	6/30/2015 1 school year		
GS7	141	Use Log a) Record copy	6/30/2013 3 fiscal years after audit released		
GS7	98	Textbook Inventory Records a) Record copy	6/30/2011 5 years after final audit released		
GS7	99	Textbook/Instructional Material Evaluation Records a) Record copy	6/30/2013 Retain as long as textbook/ Instructional material remains formally adopted		
GS7	168	Textbook/Instructional Material Request Records: Denied a) Record copy	6/30/2013 3 fiscal years if audit released		
GS7	100	Transportation Survey Report Reports: Florida Education	6/30/2012 4 fiscal years after final action		
GS7	169	Truancy Case Files - a) Record copy	6/30/2011 5 anniversary years after case closed		
GS7	170	Unregistered Student Records a) Record copy	6/30/2013 3 fiscal years after final action		
GS7	108	Volunteer/Mentor Program Records a) Record copy	6/30/2011 5 fiscal years if audit released		
GS7	105	Veterans Records: Student a) Record copy	6/30/2011 5 fiscal years after graduation, transfer or withdrawal and after audit released		
GS1-SL	189	Access Control Records - Former Employees a) Record copy	6/30/2011 5 anniversary year after superseded or employee separates from employment		
GS1-SL	122	Administrator Records: Agency Director/Program Manager <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2006 10 anniversary years *		
GS1-SL	25	Advertisements: Legal a) Record copy	6/30/2011 5 fiscal years		

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS1-SL	82	Affirmative Action Records a) Record copy	6/30/2012 4 anniversary years provided litigation has been resolved		
GS1-SL	116	Attendance and Leave Records a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	8	Audits: Auditor General <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2006 10 fiscal years if audit released*		
GS1-SL	56	Audits: Independent a) Record copy	6/30/2006 10 fiscal years if audit released		
GS1-SL	73	Audits: Internal a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	83	Audits: State/Federal <b>Ensure appropriate preservation of records with historical value*</b> a) Record copy	6/30/2006 10 fiscal years*		
GS1-SL	57	Audits: Supporting Documents a) Record copy	6/30/2012 4 fiscal years after final action		
GS1-SL	50	Automated Accounting System Reports a) Record copy	6/30/2012 4 fiscal years if audit released		
GS1-SL	85	Bank Statements: Reconciliation a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	87	Bargaining Records a) Record copy	6/30/2011 5 fiscal years after expiration or cancellation of contract		
GS1-SL	70	Bid Records: Capital Improvement Successful Bids a) Record copy	6/30/2006 10 anniversary years after project selection		
GS1-SL	71	Bid Records: Capital Improvement Unsuccessful Bids a) Record copy	6/30/2011 5 fiscal years after project selection or cancellation		
GS1-SL	72	Bid Records: Non-Capital Improvement a) Record copy	6/30/2011 5 fiscal years after project selection		



a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS1-SL	226	Bonds and Bond Interest Coupons a) Record copy	6/30/2011 5 fiscal years after paid, exchanged, or transferred and recorded in bond register		
GS1-SL	333	Bonus Records: Peer Review Evaluations a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	88	Budget Records: Supporting Documents a) Record copy	6/30/2013 3 fiscal years after final action		
GS1-SL	221	Business Tax Receipt Records/Occupational Licenses a) Record copy	12/31/2015 1 calendar year after expiration, revocation, or denial of business tax		
GS1-SL	89	Calendars a) Record copy	6/30/2012 4 anniversary year		
GS1-SL	257	Child Care Records a) Record copy	6/30/2011 5 calendar years after termination of enrollment		
GS1-SL	236	Code Enforcement Hearing Case Files a) Record copy	6/30/2011 5 years after case closed		
GS1-SL	398	Code Enforcement Citation Issue a) Record copy	6/30/2011 5 years after case closed		
GS1-SL	237	Code Enforcement No Citation Issue a) Record copy	6/30/2013 3 years after case closed		
GS1-SL	334	Committee/Board Appointment Records a) Record copy	6/30/2012 4 years after term of office or committee/ board is abolished		
GS1-SL	379	Committee/Board Appointment Records: Non Selected a) Record copy	6/30/2012 4 anniversary years after personnel action/litigation resolved		
GS1-SL	335	Communications Audio Recordings a) Record copy	6/30/2016 After 30 days		
GS1-SL	94	Complaints: Citizens/Consumers/ Employees a) Record copy	6/30/2015 1 anniversary year after resolved		
GS1-SL	391	Computer Logs a) Record copy	6/30/2011 5 fiscal years after review of logs is complete		

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS1-SL	64	Contracts/Leases/Agreements: Capital Improvement/Real Property - Added a) Record copy	6/30/2006 10 fiscal years after completion or termination of contract/lease/agree		
GS1-SL	65	Contracts/Leases/Agreements: Non-Capital Improvement a) Record copy	6/30/2011 5 fiscal years after completion or termination of contract/lease/ agree		
GS1-SL	17	Correspondence & Memoranda: Administrative <b>Ensure appropriate preservation of records with historical value*</b> a) Record copy	6/30/2011 5 fiscal years*		
GS1-SL	338	Correspondence and Memoranda: Program and Policy Development <b>Ensure appropriate preservation of records with historical value*</b> a) Record copy	6/30/2011 5 fiscal years after final action*		
GS1-SL	186	Directives/Policies/Procedures <b>Ensure appropriate preservation of records with historical value*</b> a) Record copy	6/30/2011 5 fiscal years after final action*		
GS1-SL	259	Disaster Preparedness Drill Records a) Record copy	6/30/2014 2 calendar years provided reviews have been conducted		
GS1-SL	210	Disaster Preparedness Plans <b>Ensure appropriate preservation of records determined to have long-term historical value*</b> a) Record copy	6/30/2011 5 years after superseded or becoming obsolete*		
GS1-SL	321	Disaster Relief Records a) Record copy Note: Any documentation relating to hurricanes storm damage such as payroll, expenditure, invoices, etc. must be retained for audit. Required by the district for expenditure recovery from FEMA	<p><b>HOLD</b> Do not destroy</p>		
GS1-SL	340	Disbursement Records: Detail a) Record copy	6//30/2011 5 fiscal years after final action		
GS1-SL	341	Disbursement Records: Summary a) Record copy	6/30/2006 10 fiscal years after final action		
GS1-SL	98	Disciplinary Case Files: Employees a) Record copy	6/30/2011 5 anniversary years after final action		
GS1-SL	260	Drug Test Case Files a) Record copy	6/30/2011 5 anniversary years after final action		

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GS1-SL	262	Drug Test Program Administration Records a) Record copy	6/30/2011 5 anniversary years after final action		
GS1-SL	264	Electronic Funds Transfer Records a) Record copy	6/30/2011 5 fiscal years after termination of service agreement/authorization		
GS1-SL	231	Electronic Records Software and Documentation a) Record copy	6/30/2011 5 fiscal years As long as needed for		
GS1-SL	266	Emergency Operations Records: Five Year Strategic Plan a) Record copy	6/30/2013 3 anniversary years after plan expires		
GS1-SL	268	Emergency Operations Records: Shelter Inspections a) Record copy	6/30/2014 2 anniversary years after inspection/re-inspection or closure of shelter, whichever is later		
GS1-SL	269	Employee Assistance Program Records a) Record copy	6/30/2015 1 anniversary years after final action		
GS1-SL	206	Employee Conduct Counseling Records a) Record copy	6/30/2014 2 anniversary years after final action		
GS1-SL	24	Employment Application and Selection Record a) Record copy	6/30/2011 5 fiscal years after litigation is resolved		
GS1-SL	20	Encumbrance/Certification Forward Records a) Record cop	6/30/2013 3 fiscal years after final action		
GS1-SL	167	Environmental Regulation Compliance Records a) Record copy	6/30/2011 5 fiscal years after completion of project		
GS1-SL	103	Equal Employment Opportunity Compliance Records a) Record copy	6/30/2012 4 anniversary years after final action software dependent records		
GS1-SL	104	Equipment /Vehicle Maintenance Records a) Record copy	6/30/2015 1 calendar years after disposition of equipment		

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to::	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS1-SL	224	Equipment /Vehicle Usage Records a) Record copy	6/30/2015 1 calendar year		
GS1-SL	70	Facility Reservation/Rental Records a) Record copy	6/30/2011 5 fiscal years		
GS1-SL	345	False Alarm Records a) Record copy	6/30/2011 5 fiscal years		
GS1-SL	106	Feasibility Study Records <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2013 3 fiscal years after completion of study*		
GS1-SL	157	Federal Income/Employment Tax Forms/Reports <b>W-4's - four years from last tax due date of year employee separated from employment or submitted newer W-4*</b> a) Record copy	4/15/2012 4 years from tax due date (4/15) of year which record applies*		
GS1-SL	271	Fee/Service Schedule a) Record copy	6/30/2013 3 fiscal years after obsolete or superseded		
GS1-SL	396	Final Orders Supporting Documents a) Record copy	6/30/2011 5 anniversary years after final order or appeal expiration		
GS1-SL	84	Financial Account Authorization Records a) Record copy	6/30/2011 5 fiscal years after authorization superseded, expired, or cancelled provided applicable audits have been released		
GS1-SL	107	Financial Reports: Annual (Local Government) <b>Ensure appropriate preservation of records determined to have long-term historical value *</b> a) Record copy	6/30/2006 10 fiscal years after final action*		
GS1-SL	108	Financial Reports: Annual (Local Government) (Supporting Documents) a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	213	Fuel Tax Reports a) Record copy	6/30/2013 3 fiscal years after final action		

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GS1-SL	348	Grant Files: Recipient a) Record copy	6/30/2011 5 fiscal years after completion of project		
GS1-SL	349	Grant Files: Unfunded Applications a) Record copy	6/30/2015 1 anniversary year after receipt of denial notification		
GS1-SL	110	Grievance Files - <b>Does not include settlements still in effect when the parties have not complied with all obligations</b> a) Record copy	6/30/2012 4 fiscal years after settlement and parties have complied with all obligations		
GS1-SL	324	HIPAA Health Care Component Designation Records a) Record copy	6/30/2010 6 anniversary years from date of designation or date when it last was in effect, whichever is later		
GS1-SL	325	HIPAA Security Standards Implementation Records a) Record copy	6/30/2010 6 anniversary years from date of creation		
GS1-SL	241	Incident Report Files a) Record copy	6/30/2010 6 anniversary years from date of incident		
GS1-SL	23	Information Request Records a) Record copy	6/30/2014 2 fiscal years after request is closed		
GS1-SL	23	Injury Records a) Record copy	6/30/2011 5 calendar years from date of incident		
GS1-SL	193	Inspection Record: Fire/Security/Safety a) Record copy	6/30/2012 4 calendar years after inspection		
GS1-SL	219	Inspection Reports: Fire Extinguisher - Added a) Record copy	6/30/2014 2 anniversary year or life of equipment		
GS1-SL	111	Insurance Records: Agency a) Record copy	6/30/2011 5 fiscal years after final disposition of claim or expiration of policy		
GS1-SL	40	Inventory: Agency Property a) Record copy	6/30/2013 3 fiscal years after final action		

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GS1-SL	278	Investment Records <b>Ensure appropriate preservation of records with long term historical value*</b> a) Record copy	6/30/2006 10 fiscal years after final action*		
GS1-SL	27	Litigation Case Files a) Record copy	6/30/2011 5 anniversary years after case closed or appeal process expired		
GS1-SL	354	Lost and Found Records a) Record copy	6/30/2013 3 fiscal years after final action		
GS1-SL	47	Mail: Registered and Certified a) Record copy	6/30/2014 2 fiscal year after returned undeliverable		
GS1-SL	30	Management Surveys/Studies: Internal a) Record copy	6/30/2015 1 calendar year after completion of data collection or release of report		
GS1-SL	169	Minority Business Certification Case Files a) Record copy	6/30/2013 3 fiscal years after final action		
GS1-SL	4	Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings) a) Record copy	6/30/2014 2 anniversary years after adoption of official minutes or certification of transcript		
GS1-SL	123	Minutes: Official Meetings (Supporting Documents) a) Record copy	6/30/2014 2 anniversary years after adoption of official minutes or certification of transcript		
GS1-SL	33	Minutes: Other Meetings <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2015 1 anniversary year after date of meeting*		
GS1-SL	34	News Releases Records a) Record copy	6/30/2015 1 fiscal year		
GS1-SL	283	Noise Exposure Measurement Records a) Record copy	6/30/2012 4 anniversary years		
GS1-SL	125	Opinions: Legal (Supporting Documents) a) Record copy	6/30/2013 3 fiscal years		

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GS1-SL	127	Parking Decal/Permit Records a) Record copy	6/30/2014 2 fiscal years after expiration or cancellation of parking privileges		
GS1-SL	385	Payroll Records: Court Ordered Garnishment a) Record copy	6/30/2011 5 fiscal years after file becomes inactive or final action		
GS1-SL	129	Payroll Records: Deduction Authorization a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	183	Payroll Records: Ledgers/Trial Balance Reports a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	35	Payroll Records: Posted a) Record Copy	6/30/2011 5 fiscal years after final action		
GS1-SL	195	Payroll Records: Supporting Documents a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	358	Pension Records: Plan/Fund a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	359	Pension Records: Retirees a) Record copy	6/30/2011 5 fiscal years after final payment for individual retired employee		
GS1-SL	408	Performance/Maintenance/Surety Bond Records a) Record copy	6/30/2011 5 fiscal years after release		
GS1-SL	66	Personnel Records: OPS/ Volunteer/Interim/Temporary Employment a) Record copy	6/30/2011 5 fiscal years after separation or termination of employment		
GS1-SL	378	Personnel Records: Supplemental Documentation a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	202	Petty Cash Documentation Records a) Record copy	6/30/2011 5 fiscal years after audit released		
GS1-SL	38	Position Description Records a) Record copy	6/30/2014 2 anniversary years after superseded		
GS1-SL	133	Postage/Shipping Records a) Record copy	6/30/2013 3 fiscal years after audit released		

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GS1-SL	142	Proclamations a) Record copy	6/30/2014 2 calendar years after issuance		
GS1-SL	136	Project Files: Capital Improvement a) Record copy	6/30/2006 10 fiscal years after completion of project		
GS1-SL	291	Project Files: Operational a) Record copy	6/30/2013 3 fiscal years after completion of project		
GS1-SL	138	Project Files: Non-Capital Improvement a) Record copy	6/30/2011 5 fiscal years after completion of project		
GS1-SL	139	Promotion/Transfer Records a) Record copy	6/30/2012 4 calendar years after selection is finalized or confirmed		
GS1-SL	222	Property Control Records a) Record copy	6/30/2013 3 fiscal years until completion of next physical inventory after equipment leaves service		
GS1-SL	41	Property Transfer Records a) Record copy	6/30/2015 1 fiscal year provided a physical inventory has been released		
GS1-SL	326	Protected Health Information Access Provider Records a) Record copy	6/30/2010 6 anniversary years from date of creation or date when it last was in effect, whichever is later		
GS1-SL	327	Protected Health Information Amendment Request Provider Records a) Record copy	6/30/2010 6 anniversary years from date of creation or date when it last was in effect, whichever is later		
GS1-SL	328	Protected Health Information Disclosure Records a) Record copy	6/30/2010 6 anniversary years from date of disclosure		
GS1-SL	329	Protected Health Information Privacy Practices Records a) Record copy	6/30/2010 6 anniversary years from date of creation or date when it last was in effect, whichever is later		



a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS1-SL	330	Protected Health Information Privacy Practices Violation Records a) Record copy	6/30/2010 6 anniversary years from date of creation or date when it last was in effect, whichever is later		
GS1-SL	128	Public Information Files <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2015 1 year after final action*		
GS1-SL	238	Public Program/Event Records a) Record copy	6/30/2011 5 years after completion of contract or program/event, whichever is later		
GS1-SL	198	Publication Production Records a) Record copy	6/30/2014 2 fiscal years of receipt of final, published copy		
GS1-SL	42	Purchasing Records a) Record copy	6/30/2011 5 fiscal years after audit released		
GS1-SL	292	Radio Logs a) Record copy	6/30/2015 1 fiscal year		
GS1-SL	365	Receipt/Revenue Records: Detail a) Record copy	6/30/2011 5 fiscal years after audit released		
GS1-SL	366	Receipt/Revenue Records: Summary a) Record copy	6/30/2006 10 fiscal years after audit released		
GS1-SL	322	Records Management Compliance Statements a) Record copy	6/30/2015 1 fiscal years after final action		
GS1-SL	296	Registration Records: Events a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	49	Salary Comparison Reports <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2015 1 fiscal year after final action*		
GS1-SL	240	Salary Schedules <b>Ensure appropriate preservation of records with long-term historical value*</b> a) Record copy	6/30/2006 10 fiscal years after final action*		
GS1-SL	369	Security Screening Records a) Record copy	6/30/2014 2 anniversary years after results/termination		

a. Schedule No.	b. Item No.	c. Title	d. Destroy Up to:	e. Volume in Cubic Feet	f. Disposition Action and Date Completed After Authorization
GS1-SL	300	Signature Authorization Records a) Record copy	6/30/2014 2 fiscal years after obsolete or superseded		
GS1-SL	411	Social Media Authorization Records a) Record copy	6/30/2015 1 anniversary year after obsolete or superseded		
GS1-SL	144	Social Security Controlled Summary Records a) Record copy	12/31/2010 5 calendar years after due date of tax		
GS1-SL	374	Subpoenas a) Record copy	6/30/2015 1 anniversary year after compliance date specified in subpoena		
GS1-SL	302	Surveillance Recordings a) Record copy	6/30/2015 1 fiscal year		
GS1-SL	28	Telephone Call Records a) Record copy	6/30/2015 1 fiscal year after final action		
GS1-SL	52	Travel Records a) Record copy	6/30/2011 5 fiscal years after final action		
GS1-SL	78	Vehicle Accident Records a) Record copy	6/30/2010 6 anniversary years from date of incident		
GS1-SL	154	Vehicle Records a) Record copy	6/30/2014 2 anniversary years after disposition of vehicle		
GS1-SL	97	Vendor Files a) Record copy	6/30/2013 3 fiscal years after final action		
GS1-SL	243	Verification Records: Attendance/Employment/ Enrollment a) Record copy	6/30/2015 1 fiscal year		
GS1-SL	54	Visitor Entry Logs a) Record copy	6/30/2015 1 fiscal year		
GS1-SL	376	Whistle Blower Investigative Records a) Record copy	6/30/2011 5 anniversary years after case closed or conclusion of litigation		
GS1-SL	289	Workers' Compensation Records a) Record copy	12/31/2010 5 calendar years from final action		

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GS1-SL	55	Work Orders a) Record copy	6/30/2013 3 fiscal year		
GS1-SL	141	Work Schedules a) Record copy	6/30/2015 1 fiscal year		