

Record Retention Guidelines

In effect: December 5, 2002

Request for Disposition of Records

1. Designated Record Custodians at each school site or department, must fill out a School Board of Hardee County *Records Disposition Document* using the General Records Schedule GS1-LS for State and Local Government Agencies and Schedule GS7 for Public Schools Pre-K-12, Adult and Vocational Technical provided by the State of Florida, to determine classification of records and retention requirements.

Be sure to fill out all pertinent information:

Box 1: Location: Location from which the request is being made.

Box 2: Division: Particular area with in the location.

Box 3: Location Number: School Site Number assigned by Finance

Box 4: Address: Complete address of location.

Box 5: Contact: Name and phone number of Records Custodian.

Box 6: Submitted by: Signature of Principal or Director of location.

Box 7: Notice of Intention: Denote: a, b, or c

Box 8: List of Records Series:

Item a: Schedule (GS1-S and/or GS7) utilized to obtain information.

Items b, c and d: Refer to Schedules GS1-S and GS7.

Item e: Inclusive Dates: Date of items being submitted for destruction.

Item f: Refer to Records Volume Conversion to Cubic Foot Measurements.

2. Submit the completed *Records Disposition Document* to the MIS Department. Karen Collins, the Records Retention Specialist will review the form to determine if all items are eligible for destruction. In the Review of Records Box, the Records Retention Specialist will sign and date the document verifying that the records submitted are eligible for destruction. The Records Retention Specialist will number the document and record the number in the Records Retention Log Book.
3. After verification, the *Records Disposition Document* is forwarded to Woody Caligan, the Director of MIS & Deputy Superintendent of Schools for disposal authorization. The Director of MIS & Deputy Superintendent of Schools signs and dates the document in Box 9.
4. The Records Retention Specialist keeps the original document on file and sends a copy to the location.

Destruction of Records

5. The school site or department is responsible for making sure only those records that are eligible for destruction are purged from the record files.
6. The school site or department requests a work order from the Educational Facilities (Maintenance) Department to pick up the records for destruction. Educational Facilities personnel sign Box 10, indicating that records have been removed from the school site or department. The designated Record Custodian signs in the witness space indicating that the records have been picked up.