

This quick reference contains the most frequent schedules used by UCF departments. We will continue to build this list based on disposition requests that come in.

You can use “CNTRL” + “f” to find key words in this and other documents.

If you have any questions, contact us at RMLO@ucf.edu.

Retention Schedule Title	Schedule Identifier/Item Number	Retention Period
<i>Academic Promotion/Tenure Records</i>	GS5 Item #80	5 anniversary years
<p>This record series consists of the promotion portfolio or other documentation required for the review of applications for promotion and/or tenure. For each application, the series may include, but is not limited to, copies of applicable promotion criteria and standards; current curriculum vitae; employee's annual assignments; ratings received on annual evaluations; documentation supporting the employee's performance relative to promotion criteria and standards; employee's promotion appraisal(s); and other related documentation. A record of the approval, denial, or withdrawal of the application should be included in the official employee's personnel file; the institution determines what documentation serves as this record.</p>		
<i>Access Control Records</i>	GS1 - SL Item #189	1 anniversary year after superseded or access rights terminated
<p>This record series consists of records pertaining to employee, contractor or subscriber access to a facility or resource (e.g., office building, secure office area, parking facility, computer network) including, but not limited to, arrival/departure data, key assignment records, identification badge records, parking assignment records, network account and permission records, etc. This series does not include records relating to visitors, such as visitor logs or visitor badges.</p>		
<i>Accreditation Records: Supporting Documents</i>	GS5 Item #39	1 anniversary year after accredited
<p>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.</p>		
<i>Administrator Records: Agency Director/Program Manager</i>	GS1 - SL Item #122	10 anniversary years
<p>This record series consists of records documenting the substantive actions of elected officials or appointed program managers or agency directors, including but not limited to state agency department heads and their executive staff. These records constitute the official record of an agency's performance of its functions and formulation of policy and program initiatives. This series may include various types of records, such as correspondence (including electronic communications); memoranda; statements prepared for delivery at meetings, conventions, or other public functions that are designed to advertise and promote departmental programs, activities, and policies; interviews; and reports concerning agency program development and implementation. See also "DIRECTIVES/POLICIES/PROCEDURES."</p>		
<i>Administrative Support Records</i>	GS1 - SL Item #3	Retain until obsolete, superseded, or administrative value is lost

University of Central Florida
Records Management Quick Reference

<p>This record series consists of records relating to internal administrative activities rather than the functions for which the office exists. These records document day-to-day office management and do not serve as official documentation of office programs. Examples are an individual's daily activity tracking log used to compile periodic activity reports; sign-up sheets for staff use of office equipment or facilities (e.g., reserving a meeting room); and records documenting operating and use of an internal staff library. Do NOT use this item if records fall under a more appropriate retention schedule item or if the unique content/requirements of the records necessitate that an individual retention schedule be established. For instance, use Budget Records: Supporting Documents for budget work papers, or use Purchasing Records for records relating to purchase of office supplies; etc.</p>		
<i>Admission Records: Registered Students</i>	GS5 Item #41	5 anniversary years after attendance provided applicable audits have been released
<p>This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, re-admission forms of students who have registered for classes. See also "ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS."</p>		
<i>Admission Records: Denied/Unregistered Students</i>	GS5 Item #97	5 fiscal years after application submitted
<p>This record series documents students who applied for admission but were denied admission or did not register. Records may include, but are not limited to, correspondence, applications, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and re-admission forms of students who had previously been denied admission. See also "ADMISSION RECORDS: REGISTERED STUDENT."</p>		
<i>Affirmative Action Records</i>	GS1 - SL Item #82	2 anniversary years provided litigation has been resolved
<p>This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use "GRANT FILES". See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."</p>		
<i>Annual Reports: Departmental</i>	GS5 Item #43	3 fiscal years
<p>This record series consists of summaries of departmental, university or division activities by year. These reports may be used in compiling the official college/university annual report. For retention of the official annual report of the college/university, see <i>General Records Schedule GS1-SL for State and Local Government Agencies</i>, Item #245, Annual Reports, Governing Body.</p>		
<i>Attendance and Leave Records</i>	GS1 - SL Item #116	3 fiscal years
<p>This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. NOTE: Use PAYROLL RECORDS:</p>		

SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.		
<i>Audits: Supporting Documents</i>	GS1 - SL Item #57	5 fiscal years after audit report release date
This record series consists of the documentation and supporting documents used to develop audit reports, including all bills, accounts, transaction records, reports or other related documentation. The audits may be instigated by any agency, organization, or internal management.		
<i>Bank/Financial Account Statements</i>	GS1 - SL Item #85	5 fiscal years after expiration or cancellation of contract
This record series consists of monthly statements of bank/financial accounts and any related reconciliation records documenting debits, credits and account balances. See also "DISBURSEMENT RECORDS" items and "RECEIPT/REVENUE RECORDS" items.		
<i>Bid Records: Capital Improvement Successful Bids</i>	GS1 - SL Item #70	Retain as long as related
This record series documents the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. See also "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."		
<i>Bid Records: Capital Improvement Unsuccessful Bids</i>	GS1 - SL Item #71	5 fiscal years after awarded or bid project canceled
This record series documents the processing and letting of capital improvement unsuccessful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. This series also includes records of bid projects canceled prior to being awarded and projects awarded but canceled prior to any work being done. See also "BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."		
<i>Bid Records: Non-Capital Improvement</i>	GS1 - SL Item #72	5 fiscal years after awarded or bid project canceled
This record series documents the processing and letting of successful, unsuccessful and canceled non-capital improvement bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to		

University of Central Florida
Records Management Quick Reference

<p>Bid,” “Invitations to Negotiate,” technical specifications, correspondence, bid tabulations, and bid responses. See also “BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS” and “BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS.”</p>		
<i>Budget Records: Supporting Documents</i>	GS1 - SL Item #88	3 fiscal years
<p>This record series consists of any documentation relating to the development, modification or implementation of an agency’s final approved budget. The series may include, but is not limited to, working papers, agency staff analyses, drafts, budget requests and other supporting documentation.</p>		
<i>Class Rolls</i>	GS5 Item #6	3 fiscal years provided applicable audits have been released
<p>This record series consists of rosters of all students enrolled in each class during a particular grading period.</p>		
<i>Class, Course, Room, and Faculty Schedules</i>	GS5 Item #48	Retain until end of semester
<p>This record series documents class meeting times and days for each course, room assignments, and teaching schedules, including office hours.</p>		
<i>Contracts/Leases/Agreements: Capital Improvement/Real Property</i>	GS1 - SL #64	10 fiscal years after completion or termination of contract/lease/agreement
<p>This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of capital improvement or real property contracts, leases, or agreements to which the agency is a party, including contracts, leases, or agreements with architects, engineers, builders, and construction companies. “Capital Improvements” shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.) that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures. “Real Property” means land, buildings, and fixtures. The terms “land,” “real estate,” “realty,” and “real property” may be used interchangeably. See also “CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT.”</p>		
<i>Contracts/Leases/Agreements: Non-Capital Improvement</i>	GS1 - SL Item #65	5 fiscal years after completion or termination of contract/lease/agreement
<p>This record series consists of legal documents, correspondence, reports, and other records documenting the negotiation, fulfillment, and termination of contracts, leases, or agreements to which the agency is a party other than those involving capital improvement/real property. In addition, it includes the various contracts, leases or agreements entered into for goods and services, such as contracted legal services, the purchase of gas and fuel oil, annual purchases of inventory maintained items, and customer/client agreements. See also “CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY.”</p>		

University of Central Florida
Records Management Quick Reference

<i>Correspondence and Memoranda: Administrative</i>	GS1 - SL Item #17	3 fiscal years
This record series consists of correspondence and memoranda of a general nature that are associated with administrative practices or routine office activities and issues but that do not create policy or procedure, document the business of a particular program, or act as a receipt. See also "DIRECTIVES/POLICIES/PROCEDURES."		
<i>Course and Program Records: Descriptions and Requirements</i>	GS5 Item #50	Retain until obsolete, superseded or administrative value is lost
This record series documents degree program areas and courses offered in each program area. The series may include, but is not limited to, course descriptions, program requirements and other documentation related to each course and program.		
<i>Course and Program Records: Professor/Department Files</i>	GS5 Item #34	2 anniversary years after training provided applicable audits have been released
This record series consists of course and program documentation maintained by individual professors, instructors, or program departments. The series may include, but is not limited to, schedules, course outlines, syllabi, policies, plans, instructional materials, evaluation tools, development materials, and other documentation related to each course and program.		
<i>Directives/Policies/Procedures</i>	GS1 - SL Item #186	2 anniversary years after superseded or becoming obsolete
This record series consists of the official management statements of policy for the organization, supporting documents, and the operating procedures that outline the methods for accomplishing the functions and activities assigned to the agency. The series may include, but is not limited to, such materials as employee handbooks, standard operating procedures, management approval documentation, and correspondence and memoranda stating the policies and procedures to be followed by employees. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," and "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE."		
<i>Disbursement Records: Detail</i>	GS1 - SL Item #340	5 fiscal years after transaction completed
This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. The series may also include a copy of the agency's sales tax exemption form. Retention is based on Section 95.11(2), Florida Statutes, Statute of Limitations on contracts, obligations, or liabilities. See also "DISBURSEMENT RECORDS: SUMMARY," "PURCHASING RECORDS," and "TRAVEL RECORDS."		

<i>Disbursement Records: Summary</i>	GS1 - SL Item #341	10 fiscal years
<p>This series consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation. See also "DISBURSEMENT RECORDS: DETAIL."</p>		
<i>Disciplinary Case Files: Employees</i>	GS1 - SL Item #98	5 anniversary years after final action
<p>This record series documents the investigation of allegations of employee misconduct and/or violation of department regulations or orders, state or federal statutes, or local ordinances. The series may include, but is not limited to, statements by the employee, witnesses, and the person filing the complaint. Cases include both formal and informal disciplinary proceedings relating to allegations that were determined as sustained, not sustained, unfounded, or exonerated. "Formal Discipline" is defined as disciplinary action involving demotion, removal from office, suspension, or other similar action. "Informal discipline" is defined as any disciplinary action involving written and verbal reprimands, memoranda, or other similar action. These records are filed separately from the employee personnel file, but the final action summary becomes part of the personnel file. See also "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.</p>		
<i>Discipline Records: Student (Major Offense)</i>	GS5 Item #53	5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record
<p>This record series documents the conduct and results of investigations into major offenses as defined by the university or college, including but not limited to offenses resulting in expulsion. The series may include but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, expulsion notices, and final action records. Final actions should be posted to the STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE. See also "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."</p>		
<i>Discipline Records: Student (Minor Offense)</i>	GS5 Item #54	3 anniversary years after final action
<p>This record series documents the conduct and results of investigations into minor offenses as defined by the university or college, including but is not limited to offenses resulting in suspension. The series may include, but is not limited to, minutes of the discipline committee, student course records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, suspension notices, and final action records.</p>		
<i>Discipline Records: Student (No Violation Found)</i>	GS5 Item #98	60 days after dismissal of case

University of Central Florida
Records Management Quick Reference

<p>This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents regarding a student found not to have committed an offense. See also “DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE),” and “DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE).”</p>		
<i>Drop/Add Request Records</i>	GS5 Item #40	1 semester after posted
<p>This record series consists of add/drop requests submitted by students for the purposes of dropping and/or adding classes at the beginning of a semester. This is not to be confused with withdrawal records. See also “WITHDRAWAL RECORDS.”</p>		
<i>Educational and Employment Equity Reporting Records</i>	GS5 Item #99	4 anniversary years provided compliance achieved and maintained for at least 3 consecutive years prior to disposition
<p>This record series documents efforts to comply with the requirements of the Florida Educational Equity Act (Section 1000.05, Florida Statutes, Discrimination against students and employees...) and the Florida College System Institution Employment Equity Accountability Program (Section 1012.86, Florida Statutes). The series may include, but is not limited to, implementation plans, corrective action plans, progress reports, employment data, enrollment data, and other related documentation. Retention is based on Section 1012.86(1), Florida Statutes, and Statute of Limitations, Section 95.11(3), Florida Statutes.</p>		
<i>Employee Conduct Counseling Records</i>	GS1 – SL Item #206	1 anniversary year after final action
<p>This record series documents initial coaching or counseling of an employee regarding performance or behavior issues that may lead to disciplinary action if not corrected. If disciplinary action is taken, this record becomes part of the employee’s disciplinary case file. See also “DISCIPLINARY CASE FILES: EMPLOYEES,” and “PERSONNEL RECORDS” items.</p>		
<i>Employee Fee Waiver Records</i>	GS5 Item #55	5 fiscal years provided applicable audits have been released
<p>This record series consists of waiver forms on tuition given to university/college employees.</p>		
<i>Employment Applications and Selection Records</i>	GS1 – SL Item #24	4 anniversary years after personnel action provided any litigation is resolved
<p>This record series consists of all records that document the selection process and justify the selection decision, including, but not limited to, the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants’ ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions. Documentation (original or copies) regarding hired candidates should be transferred to the employee’s official personnel file. See Sections 110.211 and 110.213, Florida Statutes, governing recruitment and selection in state employment; Section 760.11, Florida Statutes,</p>		

Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rules 60L-29 through 60L-40, Florida Administrative Code, Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."		
<i>Employment Applications: Unsolicited</i>	GS1 - SL Item #400	Retain until obsolete, superseded, or administrative value is lost
This record series consists of employment application records submitted by individuals not responding to a particular job announcement or vacancy. The series may include, but is not limited to, employment applications, résumés, credential documentation, or other records submitted by the applicant, as well as correspondence and any related records regarding the application.		
<i>Employment Assistance Program Records</i>	GS1 - SL Item #113	5 fiscal years after final report
This record series consists of records documenting agency participation in federal employment assistance programs such as the Workforce Investment Act (WIA) or predecessor programs such as the Job Training Partnership Act (JTPA) or the Comprehensive Employment and Training Act (CETA). The series may include, but is not limited to, reports, lists of participating individuals, documentation regarding pilot programs, employer proposals, information on potential volunteer businesses, evaluations, and other supporting documentation.		
<i>Equal Employment Opportunity Compliance Records</i>	GS1 - SL Item #103	4 anniversary years after final action
This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), Florida Statutes. See also "AFFIRMATIVE ACTION RECORDS" and "MINORITY BUSINESS CERTIFICATION CASE FILES."		
<i>Equipment/Vehicle Usage Records</i>	GS1 - SL Item #224	1 calendar year
This record series documents use of agency equipment and vehicles, including, but not limited to, vehicle logs indicating driver, destination, fuel/service stops, and odometer readings and/or total trip mileage; equipment usage logs and/or reports; and other usage documentation.		
<i>Examinations: Graduation/Certification</i>	GS5 Item #100	1 anniversary year after final class grades posted provided no appeal is pending
This record series consists of examinations taken by students in classes required for certification or graduation. The series may include, but is not limited to, students' information and examination responses (as recorded on bubble answer sheets, scantron forms or any other format), test questions and answer keys, and test administration instructions. See also "STUDENT CLASS WORK RECORDS."		

<i>Examination Materials: Non-Standardized</i>	GS5 Item #56	1 semester after expiration of appeal process
<p>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 includes those tests administered by the professor/instructor. The series may include, but is not limited to, test questions, answer keys, student examination responses, and test administration instructions. See also "EXAMINATION MATERIALS: STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."</p> <p><i>*Each school/college or program determines the length of time a student has to appeal their final grade. This retention will vary depending on grade appeal procedures.</i></p>		
<i>Examination Materials: Standardized</i>	GS5 Item #57	3 fiscal years provided test scores posted to permanent record and provided applicable audits have been released
<p>This record series consists of materials necessary to administer standardized examinations and tests to facilitate measuring students' performance or level of acquired knowledge. This record series also includes those tests administered by the professor/instructor. See also "EXAMINATION MATERIALS: NON-STANDARDIZED" and "EXAMINATIONS: GRADUATION/CERTIFICATION."</p>		
<i>Faculty Sabbatical/Professional Development Leave Records</i>	GS5 Item #101	5 fiscal years after final report submitted or notification of denial
<p>This record series consists of correspondence, applications, and reports of accomplishments for faculty who are granted sabbaticals or professional development leave. The series does not include the record copy of financial records relating to the sabbatical/leave. A copy of the notification of approval or denial of sabbatical/leave should be filed with the applicable personnel record.</p>		
<i>Federal Income/Employment Tax Forms/Reports</i>	GS1 - SL Item #157	4 years from the tax due date (April 15) of the year to which the record applied, or for W-4S, four years from the last tax due date of the year in which the employee separated from employment or submitted a newer W-4
<p>This record series consists of federal tax withholding and reporting forms including, but not limited to, W-2, W-4, W-5, W-9, 940, 941-E, 1095-C, 1096, 1099, and 1099-INT. Retention period is pursuant to 26CFR31.6001-1(e)(2), Place and period for keeping records.</p>		
<i>Grade Records: Data Input Forms</i>	GS5 Item #62	1 semester provided posted to Student Record
<p>This record series consists of instructor grade reports, grade sheets, and grade changes that are used to create and update the students' transcripts.</p>		

<i>Grant Files</i>	GS1 - SL Item #422	5 fiscal years after completion of grant cycle or project, whichever is applicable
<p>This record series documents the activities and administration of grant funded programs, including the application process and expenditure of grant funds. The series may include, but is not limited to, grant applications; notifications to applicants of award or denial of grant funds; contracts; agreements; grant status, narrative and financial reports submitted by recipient agencies; and supporting documentation. For grantor agencies, grant cycle completion has not occurred until all reporting requirements are satisfied and final payments have been received for that grant cycle. For grant recipients, project completion has not occurred until all reporting requirements are satisfied and final payments have been made or received.</p> <p><i>*In order to receive destruction approval, you will need to provide proof that the grant or project has officially been closed out by an applicable agency or review board.</i></p>		
<i>Grant Files: Unfunded Applications (Applicant's Copies)</i>	GS1 - SL Item #349	1 anniversary year after receipt of denial notification
<p>This record series consists of a grant applicant's unfunded grant applications. The series may include, but is not limited to, copies of applications, notifications of denial of funding, application reviews, correspondence, and supporting materials used in preparing the grant application. NOTE: For unfunded applications held by grantor agencies, use "GRANT FILES."</p>		
<i>Grievance Files</i>	GS1 - SL Item #110	3 fiscal years after settlement
<p>This record series consists of records of agency proceedings in the settlement of disputes between the agency as employer and its employees. A grievance may be filed when an employee believes that a work related condition affecting the employee is unjust, inequitable, or a hindrance to effective operation. Section 110.227(4), Florida Statutes, Suspensions, dismissals, reductions in pay, demotions, layoffs, transfers, and grievances, outlines the grievance process for state agency career service employees. See also "PERSONNEL RECORDS" items.</p>		
<i>Incident Report Files</i>	GS1 - SL Item #241	4 anniversary years from date of incident
<p>This record series documents incidents or unusual occurrences at a public facility or on publicly owned property, including incident reports and documentation of any follow-up investigation. These incidents or occurrences may include: alarm or lock malfunctions, security breaches, hostile actions by employees or the public, suspicious persons, significant maintenance problems, or any other circumstance that should be noted for future reference or follow-up. The incident report may include, but is not limited to, the name of the reporting staff member, the date/time/location of the incident, names of persons involved or witnesses, description of the incident or occurrence, emergency response, names of supervisors notified and at what time, and the general outcome of the incident. This series does not include documentation of injuries requiring medical attention. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, Florida Statutes.</p>		

University of Central Florida
Records Management Quick Reference

<i>Institutional Research Reports</i>	GS5 Item #15	10 fiscal years provided applicable audits have been released
This record series consists of institutional research reports generated by the college along with supporting documentation. The series may include reports prepared routinely or by specific request to provide information about the institution and its students. This series does not include personal research files of faculty.		
<i>Instructor Evaluations</i>	GS5 Item #68	1 semester after submitted
This record series consists of evaluations of faculty members completed by their students each term.		
<i>Litigation Case Files</i>	GS1 – SL Item #27	5 anniversary years after case closed or appeal process expired
This record series consists of legal documents, notes, reports, background material, summonses and other related records created or received in preparing for or engaging in litigation of legal disputes.		
<i>Medical Records</i>	GS1 – SL Item #212	5 calendar years
This record series documents routine health examinations not required for insurance or employment. These may include stress, blood, and physical tests. Medical records required for insurance or employment should be covered by the applicable PERSONNEL RECORDS item. See also “PERSONNEL RECORDS” items.		
<i>Minority Business Certification Case Files</i>	GS1 – SL Item #169	3 fiscal years
This record series consists of case files documenting women and minority owned companies that have applied to the agency for certification as a certified minority business enterprise as defined in Section 288.703, Florida Statutes, Small and Minority Business, Definitions, and in accordance with Section 287.0943, Florida Statutes, Certification of minority business enterprises. The series may include, but is not limited to, application for certification; documentation verifying minority ownership and control of the business; documentation verifying that the business performs or intends to perform a “useful business function” as defined in Section 287.0943, Florida Statutes; and other records used in the evaluation of the application. See also “AFFIRMATIVE ACTION RECORDS” and “EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS.”		
<i>Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)</i>	GS1 – SL Item #4	2 anniversary years after adoption of the official minutes or certification of transcript
This record series consists of handwritten or typed notes and/or audio and/or video recordings of official meetings as defined in Section 286.011(1), Florida Statutes, Public meetings and records.		
<i>Patient Medical Record</i>	GS4 Item #80	7 years after last entry
This record series consists of the current and complete medical record for every patient seeking care or service from a healthcare provider or institution, including public providers		

of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/ dental/nursing schools, EMS providers, and limited care residential facilities. The medical record shall contain information required for the completion of a birth, death, or stillbirth certificate and may contain the following information: identification data; chief complaint or reason for seeking care; present illness; personal and family medical history; physical examination report; provisional and pre-operative diagnosis; clinical laboratory reports; radiology, diagnostic imaging, and ancillary testing reports; consultation reports; requisitions for laboratory tests; medical and surgical treatment notes and reports; evidence of appropriate informed consent; evidence of medication and dosage administered; a copy of the Florida Emergency Medical Services Report if delivered by ambulance; tissue reports; physician, nurse, and therapist progress notes and reports; principal and secondary diagnoses and procedures when applicable; discharge summary; appropriate social services reports; autopsy findings; individualized treatment plans; clinical assessments of patient's needs; certification of transfer of patient between facilities; routine inquiry form regarding organ donation in the event of death; operative reports and progress notes; postoperative information; referral sources; intake interviews; orientation program documentation; mental status examination and assessments; documentation of seclusion and restraints usage; if applicable a copy the form "Public Baker Act Service Eligibility;" physical, inhalation, speech, and occupational therapy plans, progress notes, and consultations; when applicable, Department of Health or Children and Families' forms for the reporting of child, elder, or domestic violence and trauma reports; anesthesia records; blood donor and transfusion information; organ receipt or tissue transplant records; data on a medical device transplant; bone marrow test reports; dialysis records; diet counseling and restriction notations; interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported - the actual tracings are included; infant screening test reports; nuclear medicine reports; x-ray interpretation records; growth charts and allergy history; emergency care rendered prior to arrival at the facility; time police or medical examiner notified; infection notices and follow-up; security notices for violent or unstable patients and accompanying family members; and adverse incident reports. Additional items may be included in the patient medical file on a case by case basis and under the recommendation of a professional or medical standards organization.

<i>Patient Records: Pharmacy</i>	GS4 Item #129	2 years after last entry
This record series consists of a patient record system maintained by all pharmacies for patients to whom new or refill prescriptions are dispensed. This series includes the patient's full name, address, telephone number, age or date of birth, gender, a list of all new or refill prescriptions from previous providers, and any comments on patient's therapy. Allergies, drug reactions, idiosyncrasies, chronic conditions, disease states, and notes on medical devices and existing conditions may also be recorded. This record may be maintained in hard copy or computerized formats.		
<i>Payroll Records: Ledgers/Trail Balance Reports</i>	GS1 - SL Item #183	5 fiscal years
This record series consists of reports reflecting totals for the net and gross wages, FICA wages, retirement wages and deductions, tax, and other deductions in payroll as well as a summary of each account/line item's expenditures and encumbrances. See also "DISBURSEMENT RECORDS: DETAIL," "DISBURSEMENT RECORDS: SUMMARY," and other "PAYROLL RECORDS" items.		
<i>Payroll Records: Supporting Documents</i>	GS1 - SL Item #195	5 fiscal years

University of Central Florida
Records Management Quick Reference

<p>This record series consists of records used in the process of determining or verifying information regarding payment for salary, retirement or other compensation purposes during an employee's duration of employment. The series may include, but is not limited to, employee time/attendance records when used at least in part to determine or verify pay or benefits, correction forms to rectify errors in payroll processing, pay lists used to verify the payroll certification report, and other related supporting materials. See also other "PAYROLL RECORDS" items.</p>		
<i>Pension Records: Retirees</i>	GS1 - SL Item #359	5 fiscal years after final payment
<p>This record series consists of records documenting earned pension benefits, payments, actuarial information, and other records relating to participation in a pension plan by individual retired employees. For records regarding retirement plan contributions of active employees, see "PAYROLL RECORDS" items</p>		
<i>Personnel Records: Florida Retirement System</i>	GS1 - SL Item #19	25 fiscal years after any manner of separation or termination of employment
<p>This record series consists of all personnel information relating to each employee participating in the Florida Retirement System (FRS). The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Section 110.201, Florida Statutes, Personnel rules, records, and reports, and Rule 60L-30, Florida Administrative Code, Personnel Programs and Records, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are to be filed in their agency's official personnel files. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," and other "PERSONNEL RECORDS" items.</p>		
<i>Personnel Records: Supplemental Documentation</i>	GS1 - SL Item #378	5 fiscal years
<p>This record series consists of personnel documentation relating to individual employees that agency rules or policies do not include as part of the official personnel file and that is not covered by other employee-related items. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," and other "PERSONNEL RECORDS" items.</p>		
<i>Personnel Records: OPS/Volunteer/Intern/Temporary Employment</i>	GS1 - SL Item #66	3 fiscal years after any manner of separation or termination of employment
<p>This record series consists of all personnel information relating to each Other Personnel Services (OPS), volunteer, intern, or temporary employee within each agency. The series may include, but is not limited to, employment applications, résumés, personnel action reports, correspondence, oaths of loyalty, fingerprints, job-related medical examination reports, performance evaluation reports, workers' compensation reports, copies of I-9 forms (Department of Homeland Security, U.S. Citizenship and Immigration Services, Employment</p>		

University of Central Florida
Records Management Quick Reference

<p>Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, and other related materials. Temporary employees may include personnel referred by a local employment agency. Section 110.201, Florida Statutes, and Rule 60L-30, Florida Administrative Code, require state agency personnel officers to institute uniform personnel rules and procedures and to determine what records are filed in the personnel file. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," and other "PERSONNEL RECORDS" items.</p>		
<i>Position Description Records</i>	GS1 - SL Item #38	2 anniversary years after obsolete or superseded
<p>This record series documents the specifically assigned duties and responsibilities for a particular position. Information in the records may include, but is not limited to, percentage breakdown of duties, job summary, essential job duties, job standards, salary or pay range, education and experience requirements, required licenses/certificates, essential skills and qualifications, essential physical skills, and working conditions. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS."</p>		
<i>Public Program/Event Records</i>	GS1 - SL Item #238	5 fiscal years after completion of contract or program/event, whichever is later
<p>This record series consists of files documenting agency provided or sponsored events or programs available to the public or segments of the public, such as parks and recreation programs, arts and crafts classes, sports clinics, summer/day camps, animal obedience classes, library programs, parenting classes, CPR training, and any other events the public can participate in or attend. The files may include, but are not limited to, copies of contracts or agreements, participant or performer information, program details and arrangements, photographs, audio and/or video recordings, and completed registration forms providing such information as registrant's name, address, telephone number(s), date of birth, parent/guardian information, emergency contact information, current medications, allergies, physician information, medical release and liability release. The series may also include other documentation, such as sign in/out forms, parent/guardian authorizations and other related records. These records relate both to events staged by the agency and to events staged by a contractor or vendor on behalf of the agency.</p>		
<i>Purchasing Records</i>	GS1 - SL Item #42	Retain until obsolete, superseded, or administrative value is lost
<p>This record series consists of copies of purchase orders that are retained by the originating office, while the record copy is sent to the Purchasing/Business Office and another copy is sent to the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions, copies of receiving reports, and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes. See also "DISBURSEMENT RECORDS: DETAIL."</p>		
<i>Receipt/Revenue Records: Detail</i>	GS1 - SL Item #365	5 fiscal years after transaction completed
<p>This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT</p>		

<p>notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. NOTE: Agencies that electronically transmit checks to a financial institution must retain the checks under this item unless the financial institution is retaining complete images of the checks for the minimum retention required for this item. Retention is based on Section 95.11(2), Florida Statutes, Statute of Limitations on contracts, obligations, or liabilities. See also "RECEIPT/REVENUE RECORDS: SUMMARY."</p>		
<i>Receipt/Revenue Records: Summary</i>	GS1 - SL Item #366	10 fiscal years
<p>This record series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency (VISA/MC/AMEX/DISC). The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation. See also "RECEIPT/REVENUE RECORDS: DETAIL."</p>		
<i>Registrations: Student</i>	GS5 Item #27	5 fiscal years provided applicable audits have been released
<p>This record series consists of records for registration providing such information as name, validation number, fees, course name, and department.</p>		
<i>Resolutions: Supporting Documents</i>	GS1 - SL Item #143	3 calendar years after date of resolution
<p>This record series consists of documentation used in formulating resolutions of a governing body. The documentation may include, but is not limited to, correspondence, memoranda, public requests, drafts and working papers, letters of support from civic and political bodies, and samples of similar resolutions from other bodies. See also "DIRECTIVES/POLICIES/PROCEDURES."</p>		
<i>Scholarship/Loan Records</i>	GS5 Item #83	5 fiscal years after paid or declared uncollectable provided applicable audits have been released
<p>This record series consists of reports issued by a federal or state auditor to establish the position of the audited agencies against their performance standards. The audits may be instigated by any agency, organization, or internal management. Records of such audits for state agencies are created pursuant to Section 11.45, Florida Statutes Definitions; authorities; reports; rules. See also "AUDITS: SUPPORTING DOCUMENTS."</p>		
<i>Student Advisement/Counseling Records: Graduate</i>	GS5 Item #86	1 anniversary year after graduation
<p>This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have graduated. The series may include, but is not limited to, results of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL."</p>		

<i>Student Advisement/Counseling Records: Transfer/Withdrawal</i>	GS5 Item #87	3 anniversary years after transfer or withdrawal
This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have transferred or withdrawn. The series may include, but is not limited to, result of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents pertaining to individual students who have transferred or withdrawn from school. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE."		
<i>Student Appeal Records</i>	GS5 Item #88	5 fiscal years after final appeal, provided posted to permanent record provided applicable audits have been released
This record series consists of appeals for grade changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.		
<i>Student Award Application Records: Fellowships/Honors</i>	GS5 Item #106	5 fiscal years after awarded
This record series consists of records documenting applications for fellowships or undergraduate research symposium awards. The series may include, but is not limited to, application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation. Awards are posted to student record where applicable.		
<i>Student Class Work Records</i>	GS5 Item #107	Retain until obsolete, superseded, or administrative value is lost
This record series consists of term papers, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the instructor or other staff member. For examinations taken by students in classes required for certification or graduation, use "EXAMINATIONS: GRADUATION/CERTIFICATION."		
<i>Student Education Records: Permanent Academic File</i>	GS5 Item #91	Permanent
This record series consists of the official student transcript documenting courses taken, grades received and degrees awarded. The series may also include any other documentation designated by the school as part of the student's permanent academic record, such as final actions relating to major disciplinary actions. See also "STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS."		
<i>Student Education Records: Supporting Documents</i>	GS5 Item #89	5 anniversary years after graduation, transfer or withdrawal provided applicable audits have been released

University of Central Florida
Records Management Quick Reference

<p>This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, letters of recommendation, 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. See also "ADMISSION RECORDS: REGISTERED STUDENTS" and "STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE."</p>		
<i>Student Records: International Students</i>	GS5 Item #108	3 anniversary years after graduation, transfer, completion, or withdrawal from program
<p>This record series consists of records required of international students for academic studies. The series includes student visa records, United States Department of Homeland Security Form I-20, Certificate of Eligibility (F-1) Student Status - For Academic and Language Students, and U.S. Department of State Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Retention based on 22CFR62.10(h), Foreign Relations, Department of State Exchange Visitor Program, which requires retention of exchange visitor program records for a minimum of three years.</p>		
<i>Subpoenas</i>	GS1 - SL Item #374	1 anniversary year after compliance date specified in subpoena
<p>This record series consists of subpoenas served on an agency or employee to provide specified records and/or testimony. Do NOT use this item if records fall under a more appropriate retention schedule item requiring a longer retention, such as LITIGATION CASE FILES for cases in which the agency is a party.</p>		
<i>Telephone Call Records</i>	GS1 - SL Item #28	Retain until obsolete, superseded, or administrative value is lost
<p>This record series consists of logs or other documentation of telephone calls (landline or cellular) or facsimile transmissions (faxes) maintained in order to reconcile with telephone service bills/invoices or for general office administration purposes. The series does not include telephone messages.</p>		
<i>Travel Records</i>	GS1 - SL Item #52	5 fiscal years
<p>This record series consists of copies of travel vouchers and related records detailing expenses incurred during travel and the authorized per diem rate indicated or the amount of reimbursement based on the actual cost of lodging and meal allowances and other expenses. Copies of travel authorizations, itineraries and other supporting documents may also be included. See also "DISBURSEMENT RECORDS: DETAIL."</p>		
<i>Vendor Files</i>	GS1 - SL Item #97	3 fiscal years
<p>This record series consists of records documenting services offered and/or provided by individual vendors. The series may include, but is not limited to, vendor background information; product/service and price lists; purchase/lease and payment histories; copies of invoices, purchase orders, and receiving reports; payment credit documentation; and other related records.</p>		

University of Central Florida
Records Management Quick Reference

<i>Withdrawal Records</i>	GS5 Item #35	5 fiscal years after withdrawal
This record series consists of newspapers produced and distributed by student organizations officially recognized by the school. NOTE: Stocks of student publications are considered duplicates under this series.		