

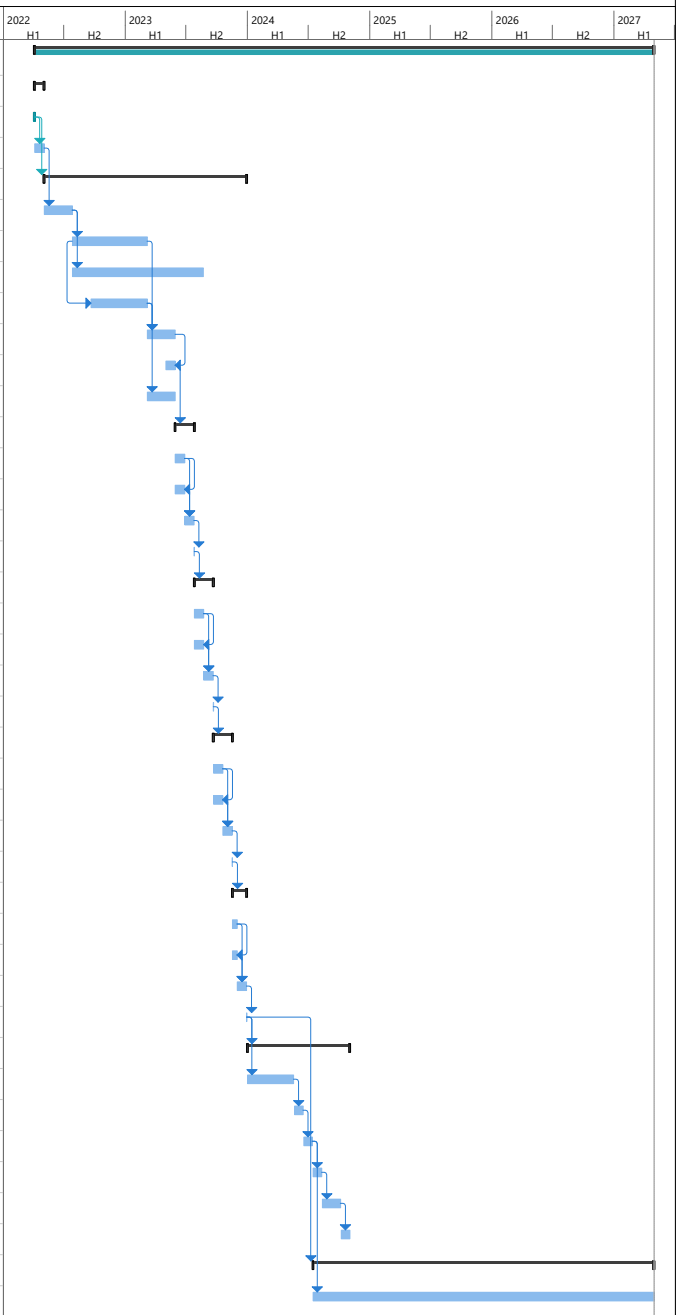


State of Florida
Department of Transportation,
Florida's Turnpike Enterprise

Reference Documents
For the Commercial Back Office Project
File 1 of 2

DOT-ITN-21-8026-SM
FPID: 446410-1-93-01

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	2022	2023	2024	2025	2026	2027
							H1	H2	H1	H2	H1	H2
1	★	nBOS - CBO System and Services	1325 days	Mon 4/4/22	Fri 4/30/27		[Summary bar]					
2	🚀	CBO - Phase 0- System ITN	21 days	Mon 4/4/22	Mon 5/2/22		[Task bar]					
3	★	Posting of Intended Award	1 day	Mon 4/4/22	Mon 4/4/22		[Task bar]					
4	🚀	Anticipated Contract Execution	20 days	Tue 4/5/22	Mon 5/2/22	3	[Task bar]					
5	🚀	CBO - Phase 1 - System Implementation and Testing	434 days	Tue 5/3/22	Fri 12/29/23	3	[Summary bar]					
6	🚀	Mobilization and Discovery	60 days	Tue 5/3/22	Mon 7/25/22	4	[Task bar]					
7	🚀	Design	160 days	Tue 7/26/22	Mon 3/6/23	6	[Task bar]					
8	🚀	Data migration Plan and Initial Data migration (1 year)	280 days	Tue 7/26/22	Mon 8/21/23	6	[Task bar]					
9	🚀	System Integration with External Interfaces	120 days	Tue 9/20/22	Mon 3/6/23	7,5,5+40 days	[Task bar]					
10	🚀	Initial MVP Baseline System Test	60 days	Tue 3/7/23	Mon 5/29/23	9,7	[Task bar]					
11	🚀	Prioritize Issues Develop Sprint plan	20 days	Tue 5/2/23	Mon 5/29/23	10FF	[Task bar]					
12	🚀	Transition Plan	60 days	Tue 3/7/23	Mon 5/29/23	9	[Task bar]					
13	🚀	Sprint 1	41 days	Tue 5/30/23	Tue 7/25/23	11	[Task bar]					
14	🚀	Design	20 days	Tue 5/30/23	Mon 6/26/23		[Task bar]					
15	🚀	Data migration update	20 days	Tue 5/30/23	Mon 6/26/23	14FF	[Task bar]					
16	🚀	Test	20 days	Tue 6/27/23	Mon 7/24/23	14,15	[Task bar]					
17	🚀	Release	1 day	Tue 7/25/23	Tue 7/25/23	16	[Task bar]					
18	🚀	Sprint 2	41 days	Wed 7/26/23	Wed 9/20/23	17	[Task bar]					
19	🚀	Design	20 days	Wed 7/26/23	Tue 8/22/23		[Task bar]					
20	🚀	Data migration update	20 days	Wed 7/26/23	Tue 8/22/23	19FF	[Task bar]					
21	🚀	Test	20 days	Wed 8/23/23	Tue 9/19/23	19,20	[Task bar]					
22	🚀	Release	1 day	Wed 9/20/23	Wed 9/20/23	21	[Task bar]					
23	🚀	Sprint 3	41 days	Thu 9/21/23	Thu 11/16/23	22	[Task bar]					
24	🚀	Design	20 days	Thu 9/21/23	Wed 10/18/23		[Task bar]					
25	🚀	Data migration update	20 days	Thu 9/21/23	Wed 10/18/23	24FF	[Task bar]					
26	🚀	Test	20 days	Thu 10/19/23	Wed 11/15/23	24,25	[Task bar]					
27	🚀	Release	1 day	Thu 11/16/23	Thu 11/16/23	26	[Task bar]					
28	🚀	Sprint 4	31 days	Fri 11/17/23	Fri 12/29/23	27	[Task bar]					
29	🚀	Design	10 days	Fri 11/17/23	Thu 11/30/23		[Task bar]					
30	🚀	Data migration update	10 days	Fri 11/17/23	Thu 11/30/23	29FF	[Task bar]					
31	🚀	Test	20 days	Fri 12/1/23	Thu 12/28/23	29,30	[Task bar]					
32	🚀	Release	1 day	Fri 12/29/23	Fri 12/29/23	31	[Task bar]					
33	🚀	CBO - Phase 2 -Acceptance Testing and System Stabilization	220 days	Mon 1/1/24	Fri 11/1/24	32	[Summary bar]					
34	🚀	User Acceptance Test	100 days	Mon 1/1/24	Fri 5/17/24	32	[Task bar]					
35	🚀	Vendor Transition and Training of Department and service providers	20 days	Mon 5/20/24	Fri 6/14/24	34	[Task bar]					
36	🚀	Release and Transition to Go-Live	20 days	Mon 6/17/24	Fri 7/12/24	35	[Task bar]					
37	🚀	System Stabilization	20 days	Mon 7/15/24	Fri 8/9/24	36	[Task bar]					
38	🚀	Operations Acceptance Test	40 days	Mon 8/12/24	Fri 10/4/24	37	[Task bar]					
39	🚀	System Acceptance Test	20 days	Mon 10/7/24	Fri 11/1/24	38	[Task bar]					
40	🚀	CBO - Phase 3 Operations and Maintenance Period	730 days	Mon 7/15/24	Fri 4/30/27	32	[Summary bar]					
41	🚀	Provide Level 3 support	730 days	Mon 7/15/24	Fri 4/30/27	36	[Task bar]					



Project: nBOS-Program-schedu
Date: Fri 9/24/21

Task	Summary	Inactive Milestone	Duration-only	Start-only	External Milestone	Manual Progress
Split	Project Summary	Inactive Summary	Manual Summary Rollup	Finish-only	Deadline	
Milestone	Inactive Task	Manual Task	Manual Summary	External Tasks	Progress	

Fiscal Year 2019 Transactions

Facilities	Total Fiscal Year Transactions (000)
Turnpike Mainline (SR-91), Turnpike Mainline (SR-528), Turnpike Mainline (SR-821), Sawgrass Expressway (SR-869), Seminole Expressway (SR-417), Veterans Expressway (SR-589), Southern Connector Extension (SR-417), Polk Parkway (SR-570), Suncoast Parkway (SR-589), Western Beltway, Part C (SR-429), I-4 Connector, Beachline East Expressway (SR-528)	856,489
Alligator Alley (I-75), Pinellas Bayway System (SR-682 and SR-679), Sunshine Skyway Bridge (I-275), Wekiva Parkway (SR-429), I-95 Express, I-595 Express, I-75 Express, I-295 Express, Palmetto Expressway (SR 826)	104,154
Mid-Bay Bridge Authority System (SR-293)	7,995
Garcon Point Bridge (SR-281)	1,260
Airport Expressway (SR-112), Dolphin Expressway (SR-836), Don Shula Expressway (SR-878), Snapper Creek Expressway (SR-878), Gratigny Parkway (SR-924)	488,105
Selmon Expressway (SR-618), Selmon Expressway Reversible Express (SR-618 REL)	61,238
East-West Expressway (SR-408), Apopka Expressway (SR-414), Central Florida GreeneWay (SR-417), Western Beltway (SR-429), State Road 451 (SR-451), Beachline Expressway (SR-528), Wekiva Parkway (SR-429), State Road 453 (SR-453), Poinciana Parkway (SR-538)	225,670
Cape Coral Bridge, Midpoint Memorial Bridge, Sanibel Causeway	4,568
Broad Causeway	6,913
Card Sound Bridge	1,056
Venetian and Rickenbacker Bridges	8,437
Orchard Pond Parkway	667
Bob Sikes Bridge	760
Orlando International Airport (MCO)	611
Tampa International Airport (TPA)	476
Palm Beach International Airport (PBI)	282
Miami International Airport (MIA)	563
Fort Lauderdale-Hollywood International Airport (FLL)	704
Hard Rock Stadium	32
I-75 South Metro Express Lanes, I-85 Express Lanes	1,017
Triangle Expressway, Monroe Expressway	630
	1,771,627

Fiscal Year 2020 Transactions

Facilities	Total Fiscal Year Transactions (000)
Turnpike Mainline (SR-91), Turnpike Mainline (SR-528), Turnpike Mainline (SR-821), Sawgrass Expressway (SR-869), Seminole Expressway (SR-417), Veterans Expressway (SR-589), Southern Connector Extension (SR-417), Polk Parkway (SR-570), Suncoast Parkway (SR-589), Western Beltway, Part C (SR-429), I-4 Connector, Beachline East Expressway (SR-528), First Coast Expressway (SR 23)	791,728
Alligator Alley (I-75), Pinellas Bayway System (SR-682 and SR-679), Sunshine Skyway Bridge (I-275), Wekiva Parkway (SR-429), I-95 Express, I-595 Express, I-75 Express, I-295 Express, Palmetto Expressway (SR 826)	116,536
Mid-Bay Bridge Authority System (SR-293)	7,597
Garcon Point Bridge (SR-281)	1,288
Airport Expressway (SR-112), Dolphin Expressway (SR-836), Don Shula Expressway (SR-878), Snapper Creek Expressway (SR-878), Gratigny Parkway (SR-924)	440,277
Selmon Expressway (SR-618), Selmon Expressway Reversible Express (SR-618 REL)	53,381
East-West Expressway (SR-408), Apopka Expressway (SR-414), Central Florida GreeneWay (SR-417), Western Beltway (SR-429), State Road 451 (SR-451), Beachline Expressway (SR-528), Wekiva Parkway (SR-429), State Road 453 (SR-453), Poinciana Parkway (SR-538)	191,075
Cape Coral Bridge, Midpoint Memorial Bridge, Sanibel Causeway	4,585
Broad Causeway	5,942
Card Sound Bridge	1,342
Venetian and Rickenbacker Bridges	6,928
Orchard Pond Parkway	692
Bob Sikes Bridge	1,349
Orlando International Airport (MCO)	448
Tampa International Airport (TPA)	374
Palm Beach International Airport (PBI)	196
Miami International Airport (MIA)	377
Fort Lauderdale-Hollywood International Airport (FLL)	451
Hard Rock Stadium	20
I-75 South Metro Express Lanes, I-85 Express Lanes	1,135
Triangle Expressway, Monroe Expressway	958
1,626,679	

Fiscal Year 2021 Transactions

Facilities	Total Fiscal Year Transactions (000)
Turnpike Mainline (SR-91), Turnpike Mainline (SR-528), Turnpike Mainline (SR-821), Sawgrass Expressway (SR-869), Seminole Expressway (SR-417), Veterans Expressway (SR-589), Southern Connector Extension (SR-417), Polk Parkway (SR-570), Suncoast Parkway (SR-589), Western Beltway, Part C (SR-429), I-4 Connector, Beachline East Expressway (SR-528), First Coast Expressway (SR 23)	805,885
Alligator Alley (I-75), Pinellas Bayway System (SR-682 and SR-679), Sunshine Skyway Bridge (I-275), Wekiva Parkway (SR-429), I-95 Express, I-595 Express, I-75 Express, I-295 Express, Palmetto Expressway (SR 826)	105,200
Mid-Bay Bridge Authority System (SR-293)	8,349
Garcon Point Bridge (SR-281)	283
Airport Expressway (SR-112), Dolphin Expressway (SR-836), Don Shula Expressway (SR-878), Snapper Creek Expressway (SR-878), Gratigny Parkway (SR-924)	444,304
Selmon Expressway (SR-618), Selmon Expressway Reversible Express (SR-618 REL)	51,947
East-West Expressway (SR-408), Apopka Expressway (SR-414), Central Florida GreeneWay (SR-417), Western Beltway (SR-429), State Road 451 (SR-451), Beachline Expressway (SR-528), Wekiva Parkway (SR-429), State Road 453 (SR-453), Poinciana Parkway (SR-538)	178,331
Cape Coral Bridge, Midpoint Memorial Bridge, Sanibel Causeway	5,109
Broad Causeway	6,122
Card Sound Bridge	1,598
Venetian and Rickenbacker Bridges	7,541
Orchard Pond Parkway	719
Bob Sikes Bridge	2,157
Orlando International Airport (MCO)	249
Tampa International Airport (TPA)	190
Palm Beach International Airport (PBI)	97
Miami International Airport (MIA)	163
Fort Lauderdale-Hollywood International Airport (FLL)	252
Hard Rock Stadium	3
I-75 South Metro Express Lanes, I-85 Express Lanes	1,155
Triangle Expressway, Monroe Expressway	1,257
	1,620,911

Table with columns for Administrative Charges Collected, Express Lane Violation Charges Collected, Sub-Total, Replenishments Processed (Auto-Refill, Online, Mail-In, etc.), and Grand Total Payments.

TRANSPONDER ACTIVATIONS

Table showing Personal Phone Activations, Personal Front Counter Activations, and Other Activations (Batch Job/System Store, Internet Activations, etc.) with monthly and fiscal year data.

To Date summary table showing Total Active Transponders, Total Activated Transponders (incl. Legacy & Jun-18), and Total Decommissioned/Retired Allegro.

TRANSPONDER ACTIVATIONS BY TYPE

Table showing Tags Activated (Tri-protocol SunPass Pro, Mini Sticker Tag, Slim Portable Tag, Bumper Mount Tag) with monthly and fiscal year data.

Tags Activated to Date

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Fiscal YTD	Average
Tri-protocol SunPass Pro	-	-	-	-	-	-	-	19,561	54,671	97,586	143,430	241,999	N/A	N/A
Mini Sticker Tag (incl. Legacy & Jun-18)	7,144,242	7,298,916	7,442,884	7,592,569	7,739,144	7,915,049	8,095,918	8,261,124	8,501,732	8,682,584	8,888,056	9,045,982	N/A	N/A
Slim Portable Tag (incl. Legacy & Jun-18)	5,802,843	5,861,864	5,920,888	5,984,169	6,041,896	6,090,735	6,130,582	6,146,262	6,153,993	6,158,938	6,162,675	6,165,483	N/A	N/A
Bumper Mount Tag (incl. Legacy & Jun-18)	4,031,523	4,031,600	4,031,641	4,031,683	4,031,740	4,031,824	4,031,880	4,031,954	4,032,027	4,032,079	4,032,117	4,032,175	N/A	N/A
Mini Mini Sticker Tag (Legacy/Retired)	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	N/A	N/A
Portable Tag (Legacy/Retired)	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	N/A	N/A

M-COMMERCE

Transaction Count

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Fiscal YTD	Average
GOAA	12,470	12,797	13,601	16,792	18,854	20,310	16,998	16,034	24,743	25,440	33,532	38,700	250,271	20,856
Tampa Airport Parking	9,899	10,750	11,613	14,289	14,465	16,113	13,284	12,541	19,384	18,908	24,130	25,033	190,409	15,867
West Palm Beach Airport Parking	3,530	3,729	4,098	5,437	6,662	7,314	6,437	6,581	11,646	12,182	14,481	15,251	97,348	8,112
Miami Airport Parking	5,758	5,791	7,206	9,935	13,681	15,315	13,445	10,879	15,461	16,473	21,451	27,327	162,722	13,560
Ft. Lauderdale Airport Parking	9,708	10,542	11,063	14,656	21,392	22,387	22,156	17,505	27,216	27,189	33,121	34,766	251,701	20,975
Hard Rock Stadium Parking	-	-	380	679	408	825	163	78	71	11	3	179	2,797	233
Total	41,365	43,609	47,961	61,788	75,462	82,264	72,483	63,618	98,521	100,203	126,718	141,256	955,248	79,604

FTE Processing Fee

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Fiscal YTD	Average
GOAA	\$ 1,247.00	\$ 1,279.70	\$ 1,360.10	\$ 1,679.20	\$ 1,885.40	\$ 2,031.00	\$ 1,699.80	\$ 1,603.40	\$ 2,474.30	\$ 2,544.00	\$ 3,353.20	\$ 3,870.00	\$ 25,027.10	\$ 2,085.59
Tampa Airport Parking	\$ 1,472.97	\$ 1,599.60	\$ 1,728.01	\$ 2,126.20	\$ 2,152.39	\$ 2,397.61	\$ 1,976.66	\$ 1,866.10	\$ 2,884.34	\$ 2,813.51	\$ 3,590.54	\$ 3,724.91	\$ 28,332.86	\$ 2,361.07
West Palm Beach Airport Parking	\$ 526.68	\$ 556.37	\$ 611.42	\$ 811.20	\$ 993.97	\$ 1,091.25	\$ 960.40	\$ 981.89	\$ 1,737.58	\$ 1,817.55	\$ 2,160.57	\$ 2,275.45	\$ 14,524.32	\$ 1,210.36
Miami Airport Parking	\$ 812.19	\$ 922.62	\$ 1,091.61	\$ 1,343.52	\$ 1,805.59	\$ 1,693.43	\$ 1,717.74	\$ 1,486.88	\$ 2,217.57	\$ 2,504.33	\$ 3,142.32	\$ 3,907.67	\$ 22,645.48	\$ 1,887.12
Ft. Lauderdale Airport Parking	\$ 1,441.64	\$ 1,565.49	\$ 1,642.86	\$ 2,176.42	\$ 3,176.71	\$ 3,324.47	\$ 3,290.17	\$ 2,599.49	\$ 4,041.58	\$ 4,037.57	\$ 4,918.47	\$ 5,162.75	\$ 37,377.60	\$ 3,114.80
Hard Rock Stadium Parking	\$ -	\$ -	\$ 60.00	\$ 107.21	\$ 64.42	\$ 130.27	\$ 25.74	\$ 12.32	\$ 11.21	\$ 1.74	\$ 0.47	\$ 28.26	\$ 441.65	\$ 36.80
Total	\$ 5,500.47	\$ 5,923.78	\$ 6,494.00	\$ 8,243.75	\$ 10,078.49	\$ 10,668.03	\$ 9,670.51	\$ 8,550.08	\$ 13,366.58	\$ 13,718.70	\$ 17,165.57	\$ 18,969.04	\$ 128,349.01	\$ 10,695.75

RENTAL CAR ACTIVITY

FTE Rental Car Program

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Fiscal YTD	Average
Count	4,327,989	5,426,327	5,273,601	6,233,430	6,357,176	7,127,256	7,154,027	6,936,697	8,157,565	8,807,371	8,163,138	1,552,356	75,516,933	6,293,078
Tolls	\$ 3,544,637	\$ 5,416,317	\$ 5,078,029	\$ 6,099,725	\$ 6,133,076	\$ 7,109,572	\$ 6,793,244	\$ 6,675,666	\$ 7,903,153	\$ 8,727,975	\$ 7,772,532	\$ 1,776,859	\$ 73,030,785	\$ 6,085,899
Fees	\$ 310,890	\$ 436,757	\$ 416,157	\$ 496,074	\$ 500,813	\$ 577,661	\$ 558,167	\$ 546,315	\$ 644,359	\$ 703,666	\$ 638,182	\$ 144,285	\$ 5,973,326	\$ 497,777
Total Revenue	\$ 3,855,527	\$ 5,853,074	\$ 5,494,186	\$ 6,595,799	\$ 6,633,889	\$ 7,687,233	\$ 7,351,411	\$ 7,221,981	\$ 8,547,512	\$ 9,431,641	\$ 8,410,714	\$ 1,921,144	\$ 79,004,111	\$ 6,583,676

SUNPASS REPLENISHMENT PROCESSED

Dollar Amount

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Fiscal YTD	Average
Auto Replenishment	\$ 67,893,201	\$ 80,104,813	\$ 76,002,332	\$ 82,577,855	\$ 77,570,484	\$ 84,859,771	\$ 81,294,288	\$ 78,893,339	\$ 92,675,513	\$ 92,983,393	\$ 94,119,125	\$ 91,596,360	\$ 1,000,570,475	\$ 83,380,873
Telephone (CSR)	\$ 10,437,443	\$ 8,129,725	\$ 9,804,784	\$ 9,480,551	\$ 10,082,945	\$ 9,962,976	\$ 9,800,445	\$ 8,981,549	\$ 11,742,497	\$ 10,318,241	\$ 9,636,334	\$ 8,497,496	\$ 116,874,986	\$ 9,739,582
Internet	\$ 13,764,320	\$ 14,889,856	\$ 15,463,466	\$ 16,157,872	\$ 15,871,351	\$ 17,179,689	\$ 19,376,183	\$ 16,742,957	\$ 22,678,718	\$ 20,047,111	\$ 20,443,967	\$ 20,490,568	\$ 213,106,057	\$ 17,758,838
Mail-In	\$ 22,025	\$ 13,465	\$ 19,878	\$ 53,449	\$ 12,764	\$ 70,058	\$ 30,675	\$ 62,464	\$ 40,063	\$ 57,874	\$ 53,788	\$ 18,497	\$ 455,000	\$ 37,917
IVR	\$ 876,217	\$ 915,982	\$ 963,969	\$ 977,376	\$ 928,166	\$ 1,041,064	\$ 1,138,818	\$ 1,006,856	\$ 1,351,500	\$ 1,189,623	\$ 1,218,981	\$ 1,203,936	\$ 12,812,487	\$ 1,067,707
Lockbox Replenishment	\$ 385,860	\$ 560,473	\$ 442,337	\$ 495,001	\$ 483,838	\$ 436,239	\$ 462,634	\$ 462,424	\$ 540,920	\$ 342,046	\$ 385,018	\$ 460,419	\$ 5,457,210	\$ 454,768
In-Person	\$ 565,399	\$ 355,575	\$ 487,528	\$ 569,325	\$ 561,219	\$ 552,202	\$ 576,452	\$ 531,212	\$ 706,136	\$ 812,487	\$ 825,611	\$ 868,407	\$ 7,411,553	\$ 617,629
Retail Replenishment	\$ 335,908	\$ 354,730	\$ 333,539	\$ 361,856	\$ 337,481	\$ 359,047	\$ 392,496	\$ 364,970	\$ 469,714	\$ 473,249	\$ 449,400	\$ 415,769	\$ 4,648,159	\$ 387,347
Total	\$ 94,280,374	\$ 105,324,620	\$ 103,517,832	\$ 110,673,284	\$ 105,848,247	\$ 114,461,046	\$ 113,071,991	\$ 107,405,771	\$ 130,205,061	\$ 126,224,024	\$ 127,132,224	\$ 123,551,452	\$ 1,361,335,927	\$ 113,444,661

Website Hit Count
 Page View Count
 Visitor Count

1,002,431	1,044,968	1,038,674	1,087,920	1,045,681	1,116,226	1,177,956	958,172	1,061,970	987,080	1,100,167	1,214,454	12,835,699	1,069,642
2,755,486	2,875,312	2,877,387	2,877,387	2,853,728	3,003,730	3,257,692	2,906,376	3,761,861	3,473,537	3,861,262	4,405,065	38,908,823	3,242,402
502,748	514,849	507,012	516,689	507,694	542,934	570,607	503,919	566,310	535,927	602,627	649,765	6,521,081	543,423

Tags Activated to Date

	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20		
Mini Sticker Tag (incl. Legacy & Jun-18)	5,231,319	5,429,192	5,593,507	5,773,452	5,953,281	6,148,609	6,346,906	6,529,114	6,674,874	6,749,410	6,861,147	7,002,479	N/A	N/A
Slim Portable Tag (incl. Legacy & Jun-18)	5,034,496	5,110,906	5,173,236	5,245,536	5,318,848	5,398,290	5,479,790	5,555,989	5,612,533	5,640,564	5,685,425	5,744,222	N/A	N/A
Bumper Mount Tag (incl. Legacy & Jun-18)	2,260,320	2,458,193	2,622,508	2,802,453	2,982,282	3,177,610	3,375,907	3,558,115	3,703,875	3,778,411	3,890,148	4,031,480	N/A	N/A
Mini Mini Sticker Tag (Legacy/Retired)	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	N/A	N/A
Portable Tag (Legacy/Retired)	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	N/A	N/A

M-COMMERCE

Transaction Count													Monthly YTD	
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Fiscal YTD	Average
GOAA	58,336	52,106	43,931	50,252	46,840	58,089	47,927	43,863	28,204	2,131	4,956	11,080	447,715	37,310
Tampa Airport Parking	42,979	41,485	39,450	41,841	42,473	49,113	40,646	37,860	23,757	1,869	3,935	7,996	373,404	31,117
West Palm Beach Airport Parking	21,787	21,466	19,145	21,882	23,044	27,203	21,756	22,227	12,068	883	1,632	3,176	196,269	16,356
Miami Airport Parking	47,676	45,575	40,226	39,855	40,852	45,332	41,885	40,699	24,542	2,060	3,115	4,923	376,740	31,395
Ft. Lauderdale Airport Parking	58,188	58,833	48,298	52,232	50,593	54,297	47,577	41,110	25,857	2,188	4,211	7,815	451,199	37,600
Hard Rock Stadium Parking	-	3,038	4,529	2,681	3,717	4,039	1,042	812	-	-	-	-	19,858	1,655
Total	228,966	222,503	195,579	208,743	207,519	238,073	200,833	186,571	114,428	9,131	17,849	34,990	1,865,185	155,432

FTE Processing Fee													Monthly YTD	
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Fiscal YTD	Average
GOAA	\$ 5,833.60	\$ 5,210.60	\$ 4,393.10	\$ 5,025.20	\$ 4,684.00	\$ 5,808.90	\$ 4,792.70	\$ 4,386.30	\$ 2,820.40	\$ 213.10	\$ 495.60	\$ 1,108.00	\$ 44,771.50	\$ 3,730.96
Tampa Airport Parking	\$ 6,395.28	\$ 6,172.97	\$ 5,870.16	\$ 6,225.94	\$ 6,319.98	\$ 7,308.01	\$ 6,048.12	\$ 5,633.57	\$ 3,535.04	\$ 278.11	\$ 585.53	\$ 1,189.80	\$ 55,562.52	\$ 4,630.21
West Palm Beach Airport Parking	\$ 3,250.62	\$ 3,202.73	\$ 2,856.43	\$ 3,264.79	\$ 3,438.16	\$ 4,058.69	\$ 3,246.00	\$ 3,316.27	\$ 1,800.55	\$ 131.74	\$ 243.49	\$ 473.86	\$ 29,283.33	\$ 2,440.28
Miami Airport Parking	\$ 5,903.33	\$ 5,720.19	\$ 5,602.51	\$ 5,384.07	\$ 5,099.12	\$ 5,382.47	\$ 5,234.26	\$ 5,060.20	\$ 2,903.70	\$ 160.62	\$ 293.25	\$ 572.30	\$ 47,316.02	\$ 3,943.00
Ft. Lauderdale Airport Parking	\$ 8,640.92	\$ 8,736.70	\$ 7,172.25	\$ 7,756.45	\$ 7,513.06	\$ 8,063.10	\$ 7,065.18	\$ 6,104.84	\$ 3,839.76	\$ 324.92	\$ 625.33	\$ 1,160.53	\$ 67,003.05	\$ 5,583.59
Hard Rock Stadium Parking	\$ -	\$ 479.70	\$ 715.13	\$ 423.33	\$ 586.91	\$ 637.76	\$ 164.53	\$ 128.21	\$ -	\$ -	\$ -	\$ -	\$ 3,135.58	\$ 261.30
Total	\$ 30,023.74	\$ 29,522.88	\$ 26,609.59	\$ 28,079.79	\$ 27,641.24	\$ 31,258.93	\$ 26,550.80	\$ 24,629.39	\$ 14,899.45	\$ 1,108.48	\$ 2,243.21	\$ 4,504.49	\$ 247,072.00	\$ 20,589.33

RENTAL CAR ACTIVITY

FTE Rental Car Program													Monthly YTD	
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Fiscal YTD	Average
Count	9,334,152	9,831,183	7,519,017	9,538,542	8,673,119	8,191,033	11,698,794	10,635,261	10,137,401	2,588,398	2,829,289	3,970,204	94,946,393	7,912,199
Tolls	\$ 9,542,603	\$ 9,892,948	\$ 7,378,565	\$ 9,480,064	\$ 8,395,239	\$ 7,555,958	\$ 10,819,222	\$ 10,245,865	\$ 10,422,110	\$ 2,899,662	\$ 2,831,813	\$ 4,396,763	\$ 93,860,812	\$ 7,821,734
Fees	\$ 764,014	\$ 978,232	\$ 598,117	\$ 766,066	\$ 685,332	\$ 630,865	\$ 901,866	\$ 843,085	\$ 828,026	\$ 227,111	\$ 231,680	\$ 340,129	\$ 7,794,521	\$ 649,543
Total Revenue	\$ 10,306,617	\$ 10,871,180	\$ 7,976,682	\$ 10,246,130	\$ 9,080,570	\$ 8,186,823	\$ 11,721,088	\$ 11,088,949	\$ 11,250,136	\$ 3,126,773	\$ 3,063,493	\$ 4,736,892	\$ 101,655,333	\$ 8,471,278

SUNPASS REPLENISHMENT PROCESSED

Dollar Amount													Monthly YTD	
	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Fiscal YTD	Average
Auto Replenishment	\$ 98,958,676	\$ 99,660,226	\$ 84,033,589	\$ 106,052,857	\$ 99,155,353	\$ 98,788,399	\$ 103,928,413	\$ 100,222,411	\$ 84,597,687	\$ 44,844,159	\$ 58,614,864	\$ 67,300,831	\$ 1,046,157,467	\$ 87,179,789
Telephone (CSR)	\$ 11,175,269	\$ 9,379,887	\$ 7,704,608	\$ 9,940,054	\$ 9,509,809	\$ 9,112,060	\$ 13,941,441	\$ 8,923,298	\$ 14,555,135	\$ 7,332,877	\$ 9,645,147	\$ 8,247,748	\$ 119,467,335	\$ 9,955,611
Internet	\$ 16,315,259	\$ 16,668,128	\$ 14,910,999	\$ 16,839,157	\$ 16,938,968	\$ 17,211,610	\$ 18,082,008	\$ 17,712,290	\$ 15,165,218	\$ 10,911,643	\$ 11,865,916	\$ 13,362,155	\$ 185,983,353	\$ 15,498,613
Mail-In	\$ 22,769	\$ 16,434	\$ 19,542	\$ 84,045	\$ 25,772	\$ 20,966	\$ 26,942	\$ 22,610	\$ 17,949	\$ 666	\$ 5,798	\$ 5,577	\$ 269,072	\$ 22,423
IVR	\$ 1,487,647	\$ 1,372,750	\$ 1,288,281	\$ 1,338,760	\$ 1,318,573	\$ 1,308,997	\$ 1,325,087	\$ 1,241,650	\$ 992,655	\$ 639,378	\$ 750,756	\$ 892,460	\$ 13,956,993	\$ 1,163,083
Lockbox Replenishment	\$ 421,359	\$ 422,363	\$ 348,798	\$ 439,718	\$ 384,233	\$ 327,383	\$ 545,489	\$ 360,977	\$ 357,150	\$ 403,359	\$ 464,791	\$ 432,301	\$ 4,907,921	\$ 408,993
In-Person	\$ 1,025,157	\$ 1,176,023	\$ 962,470	\$ 2,103,656	\$ 1,014,229	\$ 1,174,930	\$ 1,028,233	\$ 1,070,667	\$ 925,139	\$ 464,864	\$ 462,312	\$ 437,972	\$ 11,845,470	\$ 987,123
Retail Replenishment	\$ 355,357	\$ 385,949	\$ 344,250	\$ 356,503	\$ 366,846	\$ 361,318	\$ 370,001	\$ 370,001	\$ 321,868	\$ 289,273	\$ 311,831	\$ 311,831	\$ 4,040,645	\$ 336,720
Total	\$ 129,761,493	\$ 129,081,760	\$ 109,612,536	\$ 137,154,750	\$ 128,713,783	\$ 128,305,663	\$ 139,246,286	\$ 129,923,904	\$ 116,932,803	\$ 64,805,724	\$ 82,098,858	\$ 90,990,696	\$ 1,386,628,256	\$ 115,552,355

Visitor Count

597,987	585,093	554,943	594,175	605,067	612,131	633,486	613,092	517,622	371,227	422,872	473,899	6,581,594	548,466
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CALL CENTER STATISTICS

Table with columns for months (Jul-18 to Jun-19), Fiscal YTD, and Monthly YTD Average. Rows include Call Center metrics like Calls Offered, Answered, Abandoned, and Service Level, and Quality Assurance metrics like Phone Average and Customer Satisfaction.

IVR STATISTICS

Table with columns for months (Jul-18 to Jun-19), Fiscal YTD, and Monthly YTD Average. Rows include IVR Calls metrics: Total Calls, Contained Calls, and Containment Rate.

TOLL BY PLATE IMAGE TRANSACTION EVENTS

Table with columns for months (Jul-18 to Jun-19), Fiscal YTD, and Monthly YTD Average. Rows include Image Re-Review Processing metrics: # Images Reviewed, # of Images Rejected, and Error Rate.

DMV ACTIVITY

Table with columns for months (Jul-18 to Jun-19), Fiscal YTD, and Monthly YTD Average. Rows include DMV Processing metrics: License Plates Requested, Returned, Rejected, and Rejected Rate.

TOLL BY PLATE PAYMENT ACTIVITY

Table with columns for months (Jul-18 to Jun-19), Fiscal YTD, and Monthly YTD Average. Rows include Invoice Payment Activity metrics: Call Center, Collections, Back Office, IVR, Lockbox, Money Service Provider, Website, and Walk-In Center.

Table with columns for months (Jul-18 to Jun-19), Fiscal YTD, and Monthly YTD Average. Rows include Invoice Payment Amounts metrics: Call Center, Collections, Back Office, IVR, Lockbox, Money Service Provider, Website, and Walk-In Center, with dollar amounts.

Tags Activated to Date

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19		
Mini Sticker Tag (incl. Legacy & Jun-18)	3,124,808	3,278,120	3,421,729	3,562,355	3,717,780	3,879,304	4,053,699	4,237,893	4,453,361	4,635,242	4,824,819	5,013,932	N/A	N/A
Slim Portable Tag (incl. Legacy & Jun-18)	4,155,265	4,215,485	4,265,693	4,323,144	4,384,613	4,452,666	4,527,927	4,609,435	4,706,474	4,785,315	4,866,171	4,944,720	N/A	N/A
Bumper Mount Tag (incl. Legacy & Jun-18)	153,809	307,121	450,730	591,356	746,781	908,305	1,082,700	1,266,894	1,482,362	1,664,243	1,853,820	2,042,933	N/A	N/A
Mini Mini Sticker Tag (Legacy/Retired)	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	6,680,873	N/A	N/A
Portable Tag (Legacy/Retired)	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	676,339	N/A	N/A

M-COMMERCE

Transaction Count													Monthly YTD	
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Fiscal YTD	Average
GOAA	89,709	51,571	43,026	48,122	50,751	55,433	49,123	44,027	54,312	49,023	54,462	55,372	644,931	53,744
Tampa Airport Parking	37,858	38,425	35,118	40,499	42,586	42,495	37,424	34,335	47,035	40,371	38,830	41,365	476,341	39,695
West Palm Beach Airport Parking	19,426	22,454	19,540	23,812	25,433	23,395	23,587	24,186	29,051	25,704	23,375	22,644	282,607	23,551
Miami Airport Parking	48,377	51,392	44,793	46,440	51,199	52,319	49,125	42,514	49,679	36,065	44,578	46,976	563,457	46,955
Ft. Lauderdale Airport Parking	43,419	60,232	53,673	60,099	63,830	63,018	59,833	54,316	65,965	59,729	61,185	58,494	703,793	58,649
Hard Rock Stadium Parking	2,598	4,689	6,369	5,322	2,966	5,020	-	-	3,647	-	1,217	193	32,021	2,668
Total	241,387	228,763	202,519	224,294	236,765	241,680	219,092	199,378	249,689	210,892	223,647	225,044	2,703,150	225,263

FTE Processing Fee													Monthly YTD	
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Fiscal YTD	Average
GOAA	\$ 8,970.90	\$ 5,157.10	\$ 4,302.60	\$ 4,812.20	\$ 5,075.10	\$ 5,543.30	\$ 4,912.30	\$ 4,402.70	\$ 5,431.20	\$ 4,902.30	\$ 5,446.20	\$ 5,537.20	\$ 64,493.10	\$ 5,374.43
Tampa Airport Parking	\$ 5,633.27	\$ 5,717.64	\$ 5,225.56	\$ 6,026.25	\$ 6,336.80	\$ 6,323.26	\$ 5,568.69	\$ 5,109.05	\$ 6,998.81	\$ 6,007.20	\$ 5,777.90	\$ 6,155.11	\$ 70,879.54	\$ 5,906.63
West Palm Beach Airport Parking	\$ 2,898.36	\$ 3,350.14	\$ 2,915.37	\$ 3,552.75	\$ 3,794.60	\$ 3,490.53	\$ 3,519.18	\$ 3,608.55	\$ 4,334.41	\$ 3,835.04	\$ 3,487.55	\$ 3,378.48	\$ 42,164.96	\$ 3,513.75
Miami Airport Parking	\$ 5,820.85	\$ 6,220.90	\$ 5,893.86	\$ 5,916.96	\$ 6,012.11	\$ 5,441.85	\$ 5,476.71	\$ 4,680.51	\$ 5,958.47	\$ 4,162.90	\$ 5,568.95	\$ 5,855.69	\$ 67,009.75	\$ 5,584.15
Ft. Lauderdale Airport Parking	\$ 6,447.72	\$ 8,944.45	\$ 7,970.44	\$ 8,924.70	\$ 9,478.76	\$ 9,358.17	\$ 8,885.20	\$ 8,065.93	\$ 9,795.80	\$ 8,869.76	\$ 9,085.97	\$ 8,686.36	\$ 104,513.26	\$ 8,709.44
Hard Rock Stadium Parking	\$ 410.22	\$ 740.39	\$ 1,005.67	\$ 840.34	\$ 468.33	\$ 792.66	\$ -	\$ -	\$ 575.86	\$ -	\$ 192.16	\$ 30.47	\$ 5,056.12	\$ 421.34
Total	\$ 30,181.33	\$ 30,130.62	\$ 27,313.49	\$ 30,073.21	\$ 31,165.70	\$ 30,949.77	\$ 28,362.08	\$ 25,866.73	\$ 33,094.55	\$ 27,777.20	\$ 29,558.74	\$ 29,643.32	\$ 354,116.74	\$ 29,509.73

RENTAL CAR ACTIVITY

FTE Rental Car Program													Monthly YTD	
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Fiscal YTD	Average
Count	10,602,522	13,079,035	7,123,832	7,667,110	7,879,854	7,020,681	12,112,419	9,351,179	10,713,792	9,669,597	10,689,884	8,351,705	114,261,610	9,521,801
Tolls	\$ 10,486,655	\$ 13,220,235	\$ 7,171,119	\$ 7,694,899	\$ 7,847,028	\$ 6,634,471	\$ 11,354,155	\$ 8,881,282	\$ 10,411,413	\$ 9,440,003	\$ 8,620,990	\$ 8,328,583	\$ 110,090,834	\$ 9,174,236
Fees	\$ 853,531	\$ 1,073,310	\$ 581,260	\$ 626,031	\$ 638,620	\$ 553,469	\$ 938,641	\$ 793,161	\$ 852,176	\$ 772,859	\$ 709,961	\$ 675,277	\$ 9,068,296	\$ 755,691
Total Revenue	\$ 11,340,186	\$ 14,293,545	\$ 7,752,379	\$ 8,320,930	\$ 8,485,648	\$ 7,187,940	\$ 12,292,795	\$ 9,674,443	\$ 11,263,589	\$ 10,212,862	\$ 9,330,951	\$ 9,003,860	\$ 119,159,130	\$ 9,929,927

SUNPASS REPLENISHMENT PROCESSED

Dollar Amount													Monthly YTD	
	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Fiscal YTD	Average
Auto Replenishment	\$ 111,533,764	\$ 168,885,831	\$ 87,883,438	\$ 97,088,985	\$ 92,412,480	\$ 91,435,402	\$ 94,051,748	\$ 91,522,627	\$ 103,751,337	\$ 100,641,185	\$ 101,109,549	\$ 94,899,978	\$ 1,235,216,323	\$ 102,934,694
Telephone (CSR)	\$ 4,016,649	\$ 10,035,682	\$ 5,351,715	\$ 6,170,200	\$ 6,056,855	\$ 6,750,453	\$ 9,001,216	\$ 8,725,571	\$ 14,956,688	\$ 8,445,339	\$ 9,184,119	\$ 7,682,406	\$ 96,376,893	\$ 8,031,408
Internet	\$ 11,815,636	\$ 21,640,186	\$ 12,529,819	\$ 13,100,480	\$ 13,226,579	\$ 15,684,054	\$ 19,433,190	\$ 2,305,238	\$ 27,787,379	\$ 17,813,101	\$ 17,048,639	\$ 15,729,177	\$ 188,113,480	\$ 15,676,123
Mail-In	\$ 54,105	\$ 7,256	\$ 10,727	\$ 7,443	\$ 12,808	\$ 40,422	\$ 44,833	\$ 30,513	\$ 19,045	\$ 16,049	\$ 22,195	\$ 27,302	\$ 292,698	\$ 24,392
IVR	\$ 1,065,031	\$ 2,438,900	\$ 1,418,831	\$ 1,434,492	\$ 1,441,574	\$ 1,493,144	\$ 2,080,295	\$ 2,799,417	\$ 3,667,221	\$ 2,654,837	\$ 1,789,244	\$ 1,502,005	\$ 23,784,992	\$ 1,982,083
Lockbox Replenishment	\$ 14,863	\$ 164,146	\$ 166,404	\$ 230,633	\$ 199,585	\$ 210,429	\$ 417,093	\$ 171,785	\$ 366,506	\$ 494,834	\$ 620,687	\$ 331,282	\$ 3,388,248	\$ 282,354
In-Person	\$ 892,972	\$ 1,540,848	\$ 1,318,441	\$ 1,279,677	\$ 1,279,830	\$ 1,038,657	\$ 1,084,705	\$ 1,500,856	\$ 1,873,793	\$ 1,386,675	\$ 1,413,393	\$ 1,118,979	\$ 15,728,827	\$ 1,310,736
Retail Replenishment	\$ 244,860	\$ 412,727	\$ 348,887	\$ 363,904	\$ 359,474	\$ 361,401	\$ 372,155	\$ 422,464	\$ 425,179	\$ 383,041	\$ 394,620	\$ 354,745	\$ 4,443,457	\$ 370,288
Total	\$ 129,637,881	\$ 205,125,577	\$ 109,028,262	\$ 119,675,815	\$ 114,989,185	\$ 117,013,963	\$ 126,485,235	\$ 107,478,470	\$ 152,847,149	\$ 131,835,060	\$ 131,582,446	\$ 121,645,875	\$ 1,567,344,918	\$ 130,612,076

Visitor Count

364,627	639,220	475,922	465,373	456,165	507,522	547,968	572,905	659,113	599,435	579,059	575,456	6,442,765	536,897
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State of Florida
Department of Transportation,
Florida's Turnpike Enterprise

Reference Document
Draft Financial Use Cases

DOT-ITN-21-8026-SM
FPID: 446410-1-93-01

Purpose

The Department's goal is to leverage commercial off the shelf tools for its CBO system. The Department developed a process to capture requirements, business rules, and use cases to determine if available platforms and tools can meet the Department's goals. The Department may reserve its rights to change any of these use cases, terminology or approach at its discretion at any time. This Reference Document describes the Department's current Financial Use Cases. Terminology used in this Reference Document may not conform to the definitions and acronyms as defined in Exhibit G – Definitions and Acronyms of the CBO ITN Documents.

Financial Accounting Treatment and Use Cases

The Department reports the CBO account balances as a fiduciary fund (agency fund) of the State of Florida. As an agency fund, assets equal liabilities, and no revenue or expenses are presented in the financial statements. These balances include cash, receivables from customers and Agencies (with related deferrals), payables to Agencies, and customer deposits (unearned revenue).

Although revenue and expenses are not recorded on the financial statements of the fiduciary fund, the Department is required to report on revenue collection activities to the Other Toll Facilities. These reports will include a full accounting of all revenue collected, fees assessed, and net revenues settled, as well as support for remaining payables for revenue collected, but not yet distributed. Customer receivables will also be tracked and reported upon, including a roll-forward and aging of these balances to facilitate Agencies' revenue and/or collection rate reporting.

The design of the CBO's financial system will consider the Department's reporting needs for the State CAFR, as well as its responsibility to the Other Toll Facilities. Accordingly, the general ledger will include the balance sheet of the fiduciary fund for State CAFR reporting purposes. Subledger activity reports, reconciled to ending general ledger balances, will support the activity within the Other Toll Facilities accounts, ensuring that reporting on net revenue distributed to the Other Toll Facilities is accurate. Subledger activity reports for customer receivables, as well as toll posting reports, will also provide the Other Toll Facilities with the information necessary for their own internal reporting. The CBO system will provide for an end-to-end reconciliation of Toll Transaction posting. The general ledger will be comprised of five balancing segments that will interact through intercompany accounts. The CBO Primary balancing segment will be comprised of balance sheet accounts including cash, toll posting, accounts receivable, accounts payable, and deferral accounts. The SEHUB balancing segment will be primarily comprised of balance sheet receivables and payables for the Other Toll Facilities, Florida Interoperable, and Interoperable Agencies for which the SEHUB processes tolls. The FTE balancing segment will be comprised of Department receivables from the CBO and SEHUB balancing segments, related deferrals, revenue and expenses and a contra account

to eliminate any profit and loss impact. This segment is used primarily for reporting purposes for the Department. The Other Toll Facilities balancing segments will be comprised of receivables from the CBO and SEHUB balancing segment, related deferrals, revenue and expenses, and contra accounts to eliminate any profit and loss impact. These segments are primarily for reporting purposes to the Other Toll Facilities.

SunPass Account – Establishment and Toll Processing

In accordance with the customer agreement, SunPass accountholders are required to maintain a prepaid (positive) balance. These customers receive the lowest toll rate as revenue is assured to the Other Toll Facilities and processing costs are low, with the majority of transactions processed by way of a Transponder.

SunPass Customer Account Establishment and Account Activity - Prepaid Customer

The following use cases encompass the Financial Transactions related to Account balance activity, starting from the initial funding of a SunPass Customer prepaid account and ending with the potential close of the account and refund of remaining balance being held on the customer's behalf. The use cases that cover sales of Transponders and posting/collection of Toll and Parking Transactions are presented in subsequent sections.

1. A customer registers for an account, purchases a SunPass Transponder and establishes a prepaid balance. A Prepaid SunPass customer type is established with the customer and the account balance is updated.
2. An existing SunPass customer with an account in good standing replenishes their account. The payment is processed successfully, and the account balance is updated.
3. A credit card chargeback is received for a previously processed payment. Department accepts the chargeback. The payment is reversed from the customer's account, and the account balance is updated. If the reversal drives the account negative (beyond a configurable threshold), the customer is no longer an active SunPass customer and will become a TOLL-BY-PLATE Postpaid customer (see *SunPass to Postpaid customer #2* below).
4. During the bank reconciliation process, it was noted that the payment card chargeback was posted to the incorrect customer account. The chargeback is reversed from the customer's account, and the account balance is updated.
5. A check payment is returned to Department unpaid (for example, NSF/not sufficient funds). The payment is reversed from the customer's account, and the account balance is updated. An NSF fee is assessed on the account, see *SunPass fees – prepaid customer #2 below*. If this is the second (configurable) check payment returned within a [XX]-month period, an alternate form of payment must be used, and notifications is sent through the preferred notification method (SMS/Email). All future payments on the account must be made using an alternate form of payment (cash, money order, cashier's check, payment card etc.). If the reversal drives the account negative, see *SunPass to Postpaid customer #2 below*.

6. A customer calls with a dispute that cannot be handled by way of direct transaction dispute or dismissal. The Customer Service Representative issues a one-time courtesy credit.
7. The supervisor reviews the courtesy credits that have been issued throughout the day and finds the courtesy credit was issued in error. The supervisor reverses the courtesy credit. This scenario also applies to a reversal of a courtesy credit left remaining on the account at time of closure (not refundable per business rules).
8. A customer purchases a Transponder off the web. The customer is charged for the Transponder and appropriate sales and discretionary tax. A promotional credit of \$x is posted to the customer's account which can be used toward future tolls.
9. A customer closes account with a positive account balance, the account is changed to pending close status to allow for pending tolls and then is closed after [XX] calendar days and refund is issued to original payment method. Any nonrefundable promotional credits outstanding on the account must be reversed by the CBO before issuance of a refund related to an account closure request.
10. A customer closes account with a zero or positive amount, the account is changed to pending close status to wait for pending tolls to post and then is closed after [XX] calendar days and a refund check is issued (amounts available for refund were initially made via ACH, cash, or check) to address on file.
11. A customer closes account with a positive amount, the account is changed to pending close status to wait for pending tolls to post, additional tolls are applied to the account pushing to negative balance, a charge is made to the existing payment method on file and the account closes after [XX] calendar days from request of closure.
12. A customer, Ron Jones, calls the call center and asks why the payment he mailed in was not applied to his account. The CSR finds the payment was misapplied to Ron James account. The funds are transferred from Mr. James account to Mr. Jones. Account.
13. Customer inadvertently replenishes their account with a payment card. Customer calls and requests a refund for the payment made. A CSR reviews the request and determines the refund meets the requisite business rules and grants the refund request. The refund is placed back onto the original form of payment. The payment is reversed from the customer's account, and the account balance is updated. If the reversal drives the account negative, the customer becomes a SunPass Postpaid customer (see *SunPass to Postpaid customer #2* below).
14. A customer account has not had activity in three years and meets the requirements to send the account balance to the State of Florida as unclaimed property. The customer's account balance is transferred to a system account (which will subsequently be sent to the State of Florida). A note is placed in the customer's account.

SunPass Customer Transponder and Plan Purchases

SunPass customers can buy Transponders and special pass plans (Such as the Pinellas Bayway commuter pass) through the CBO. Transponder purchases made at retailers (Publix, CVS, etc.)

are made directly between the customer and that retailer. Transactions with retailers are covered in *Retailer Activity* below.

15. An existing nonprofit organization customer purchases a Transponder through the website, the customer has a Florida Consumer's Certificate of Exemption, Form DR-14 on file and is not subject to sales tax charges on the Transponder sale.
16. A SunPass customer established an account and purchased a Transponder. The Transponder was mailed to the customer; however, the customer did not receive the Transponder. The customer calls and requests a refund. The customer is refunded the amount charged for the Transponder including sales tax paid.
17. A SunPass customer established an account and purchased a Transponder. The Transponder was mailed to the customer; however, the customer did not receive the Transponder. The customer calls and requests another Transponder be mailed to them. *Use case subject to inventory subledger functionality.*
18. A SunPass customer established an account and purchased a Transponder. The Transponder was mailed to the customer; however, the Transponder was subsequently found to be defective. The customer calls and requests a replacement for the defective Transponder. The CSR issues a new Transponder to the customer for no charge. *Use case subject to inventory subledger functionality.*
19. A SunPass customer established an account and purchased a Transponder. The Transponder is returned at a walk-in center. No exchange is made.
20. A SunPass customer established an account and purchased a Transponder. The Transponder was exchanged at a walk-in center.
21. A SunPass customer purchases a Transponder. The customer's payment for the Transponder is reversed (ex. ACH payment is rejected for NSF). The payment for the Transponder is reversed on the customer's account, the account balance becomes negative, the customer becomes a Postpaid customer, and receivables are created for the unpaid Transponder and related sales tax. Receivables are subsequently paid.
22. A promotional coupon is given by Other Toll Facilities, for a free Transponder, the cost of the Transponder is the responsibility of the Other Toll Facilities.
23. A Transponder issued utilizing a promotional coupon is cancelled before use.
24. A SunPass Customer orders [Suction cups/RF Shield bag] online and it is mailed to the customer address on file and email is generated to the customers email on file. *Use case subject to inventory subledger functionality.*
25. A Customer orders [Suction cups/RF Shield bag] online without an account as a guest customer completes address information and the order is mailed, and email is generated to the customers email on file. *Use case subject to inventory subledger functionality.*
26. A system will assess and collect the appropriate sales tax on Transponder. Sales tax rate shall be determined based upon the county in Florida to which goods are shipped. If

Transponders are bought at a walk-in customer service center, the tax rate of that walk-in customer service location will be used.

27. A resident lives near the Bayway and uses the Bayway to commute to work each day. The customer determines it would be less expensive if he purchases an annual pass instead of paying the tolls each day. The customer pays \$50 for the pass. Subsequent Pinellas Bayway plaza tolls are posted to the customer's account at zero fare.
- a. A customer who has previously purchased a Bayway pass was notified she is getting a job transfer and no longer needs the pass. She calls the call center, and the CSR noted the customer has not used the plan yet and reverses the plan sale and initiates a refund to the customer.
 - b. A customer pays for an annual pass plan and utilizes the pass plan for six months. The customer no longer wishes to use the pass and requests a refund. The customer receives a pro-rated refund.

SunPass Toll Transactions - Prepaid Customer

28. A customer travels on a Department roadway with a SunPass Transponder that is in good standing. The RSS generates an ETC UFM. The OBO validates the UFM and sends to the CBO and the CBO receives the transaction. Subsequently, several different results could occur as follows:
- a. The transaction posts to a customer account at the expected ETC rate, reducing the customer's prepaid balance and revenue is earned and payable to the Department.
 - b. The transaction cannot be posted to the customer's account due to an invalid Transponder (such as Lost or Stolen tag, invalid internal number). Transaction will be rejected back to OBO for license plate image review and posted to the customer account at the TBP rate.
 - c. The transaction cannot be posted to the customer's account due to the account is invalid at time of posting (account closed, account revoked, etc.) Transaction will be rejected back to OBO for license plate image review so it can be resubmitted as an Image UFM. An unregistered postpaid account is created, and the toll is posted at the TBP rate.
 - d. If the OBO determines UFM qualified for exemption as per Agency business rules (specific plaza exemptions or bus exemptions, etc.), the OBO identifies the transaction as exempt in communication with the CBO and the CBO posts to the customer's account with a charged amount of \$[XX.XX] based on the business rules.
 - e. If the OBO sends duplicate ETC UFM's, the CBO recognizes duplicates at time of posting and posts one to the account. The other, suspected duplicate is marked as a duplicate and flagged for review. Transactions flagged for review are either rejected if determined to be duplicate *or* posted, if not.
29. A customer travels on a Department roadway with no Transponder in the vehicle or an invalid Transponder. The RSS generates an Image UFM. OBO performs license plate image

review and validates the Image UFM, sends to the CBO and the CBO receives. Subsequently, several scenarios could occur:

- a. If the OBO determines UFM qualified for exemption as per Agency business rules (specific plaza exemptions SW 120th...), the OBO identifies the transaction as exempt in communication with the CBO and the transaction continues to be processed according to the posting hierarchy: to any Customer Account with \$[XX.XX]. If none of the posting hierarchy allow for the transaction to post, the transaction is rejected back to the Agency.
 - b. The license plate is matched to a registered account with sufficient funds to pay the toll and the toll is posted to the account and collected.
30. A customer travels on a Department roadway with or without a Transponder, while the facility is in Zero Fare Override mode. The RSS generates an Exempt UFM (either image or Transponder). OBO forwards the EXEMPT UFM to commercial back office and the CBO receives the transaction) The CBO recognizes the transaction as exempt and posts to the customer's account with a charged amount of [\$XX.XX] based on Business Rules. Typically, this is discounted 100% and configured to \$0.00.
31. A non-revenue customer travels on a Department roadway linked to an account that is in good standing. The RSS generates an Exempt transaction. OBO forwards the EXEMPT UFM to commercial back office and the CBO receives the transaction. The transaction posts to the customer's account with a charged amount of \$0.00 based on the business rules. CBO cannot override exemption determined previously at RSS or OBO.
32. A SunPass customer whose account is in good standing travels on an express lane facility with a Transponder. The RSS generates multiple ETC UFM's per toll point during the traversal of the vehicle in the facility. OBO performs trip building for UFM's that belongs to same vehicle in the trip and assigns toll amounts as per trip association. OBO forwards all ETC UFM's of the trip to the CBO and CBO receives. The individual ETC UFM transactions that belong to same trip posts to the customer's account. The toll amount reduces the customer's prepaid balance.
33. A customer travels on an express lane facility with an invalid Transponder or no Transponder. The RSS generates multiple Image UFM's per toll point during the traversal of the vehicle in the facility. OBO Performs license plate image review. OBO performs trip building for UFM's that belongs to same vehicle in the trip and assigns toll amounts as per trip association. OBO forwards all of the image UFM of the trip to the CBO. The transaction posts to a SunPass customer account with sufficient funds to pay the toll.
34. A SunPass prepaid customer disputes an image transaction due to a potential license plate misread. A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and the transaction needs to be reprocessed, she credits the transaction on the customer account and marks the transaction for re-processing.

35. A SunPass prepaid customer disputes a Transponder transaction due to an axle misclass problem. A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and credits the transaction for the rate differential.
36. A SunPass prepaid customer disputes a Transponder transaction due to it being during a time period that tolls were suspended (such as hurricane evacuation). A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and credits the transaction, returning the transaction to the Agency as uncollectible.
37. A late arriving express UFM transaction that belongs to the previously posted trip is received at the CBO from the OBO. The system amends the posted transactions as a late arriving transaction results in a change to how such transaction were processed and the customer account is charged with the new amount.

Discount plans, promotions, and incentives (SunPass Prepaid Customer)

Items below are intended to show discounts the Department desires to be configurable in the system. A list of all current discount plans is included in the existing Department Business Rules.

38. A Toll Transaction is posted to a non-revenue account with active Transponders at the indicated fare but shows [100] % discount and the account balance does not change.
39. A Toll Transaction is posted to an account; eligibility to be discounted [XXX]% to be determined monthly or annually.
40. A customer who travels through Beachline West Plaza and the Jetport Drive off-ramp within XX minutes applies a [XXX] % to the Beachline West Toll Transactions.
41. A customer travels more than [XX] transactions during a [day/week/month/year] receives a transaction [XX]% discount after the minimum required transactions is posted to the account.
42. A customer travels more than [XX] transactions during a [day/week/month/year] receives a transaction \$[XX.XX] discount after the minimum required transactions is posted to the account.
43. A customer drives on a Department roadway and ETC UFM transactions are posted. The Customer calls and provides proof of eligibility for a discount and the account and the discount program commences effective the date of eligibility.
44. A customer calls and did not meet the eligible volume discount due to a transaction not posted due to a system error. A case is opened and assigned to a service request team. The service request team finds the missing transaction and transfers the case to the supervisor. The supervisor applies the discount.
45. An Interoperable Agency sends a discount file to the CBO for posting discount credits to SunPass accounts with tolls that meet the Interoperable Agencies eligibility for discount.

Postpaid Transponder-Based Toll Transactions

When a SunPass customer's account falls below \$0.00, Transponder-Based Toll Transactions are posted to the account as receivable (at the SunPass rate) until the customer's transponder is terminated (configurable). All subsequent toll activity is charged at the TBP rate and the customer will receive invoices. Postpaid Transponder-Based Toll Transactions can also occur when payments are reversed for previously paid transactions, as these cannot be posted as TBP transactions. This section focuses on the postpaid Transponder-Based Toll Transaction use cases, see TBP tolls section for those Toll Transactions posted subsequent to Transponder termination.

46. A customer travels on a Department roadway with a SunPass Transponder linked to an account that has a low balance. Upon posting of the transaction, the account has a zero-dollar balance, and the transaction is posted as a receivable at the SunPass rate. Transponder-Based Toll Transactions will continue to post to receivable at the SunPass rate until the Transponder is terminated (configurable according to insufficient balance threshold and time requirements).
47. The Department receives a chargeback from the bank and updates the SunPass customer's account to reflect the payment reversal. If this action brings the account negative, the customer becomes a Postpaid customer and receivables are created for toll transactions previously paid. Revenue payable to the Agency is reduced.
48. A postpaid customer with a negative SunPass balance is choosing to pay some or all of their outstanding balance prior to billing. The following two options are presented:
 - a. If the customer pays only the outstanding balance on the tolls posted as receivable (negative balance), the payment is processed successfully, and the account balances are updated to \$0.00. A notification of payment is sent through preferred notification method (SMS/email).
 - b. The customer pays outstanding balance due and additional prepaid payment to re-activate the SunPass prepaid customer benefits. The SunPass customer account balance is updated to reflect the additional replenishment amount that was applied, and the balance on tolls posted at the postpaid TBP rate is \$0.00. The SunPass customer status is re-activated. A notification of this change is sent thru the preferred notification method (SMS/email). The applicable Transponder information on the account is included in the next Tag Status Update File and Tag Status File with tag status = 1 (Valid). The applicable vehicle information on the account is included in the next Customer License Plate File. The applicable Transponder(s) on the account are activated for use by the RSS.
49. A customer closes account with a positive amount, the account is changed to pending closed to wait for pending tolls, additional tolls are applied to the account pushing to negative balance, therefore the tolls are posted at the postpaid TBP rate. A charge is made to the existing payment method on file and fails. An invoice is sent to the customer address on file for payment of remaining tolls.

50. An invoice is issued to a customer that includes postpaid SunPass negative balance amounts and status is changed to billed. An administrative fee is charged.
51. A customer's past due tolls have reached the Department's statute of limitations for collections and are eligible for write-off. Toll eligible for write-off are identified and moved to a separate system ledger and the customer's account balance is updated, waiting for final Department approval. Upon approval, these tolls are written off. *Only tolls are subject to write off reporting, fees that meet the same eligibility are separately reversed (Reverse of fee charge)*
52. A SunPass postpaid customer disputes a SunPass negative balance transaction receivable due to the transaction being during a time of toll suspension (for example, toll suspension for hurricane evacuation). A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and that the transaction **cannot** be reprocessed, she credits the transaction on the customer account.
53. A SunPass postpaid customer disputes a SunPass negative balance transaction receivable due to a potential license plate misread. A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and the transaction needs to be reprocessed, she credits the transaction on the customer account and marks the transaction for re-processing.
54. A customer with a positive balance requests their account be closed and their account balance to be refunded. The customer is refunded via check (the available balance to be refunded was originally paid via ACH) and the account is closed. The customer receives and cashes the refund check. The customer calls their bank to dispute the ACH transaction. The customer's bank debits the Department bank account. Since the customer's account is closed, the refund has been given already, the disputed ACH return is posted to account activity unrecovered. An NSF fee is charged, *see SunPass postpaid fees section that follows.*
- a. Customer pays back the amount erroneously refunded or ACH reversal dispute is contested and won.
55. Customer provides CSR with a copy of their bankruptcy filing. CSR enters the bankruptcy filing date and unpaid transactions prior to the filing date are flagged as bankruptcy and are removed from the customer's account balance. The bankruptcy transactions do not escalate to collections and are moved to a separate bankruptcy receivable ledger account.
- a. If a customer's bankruptcy case is subsequently dismissed by the Courts, then the toll and fee charges are put back on the customer's account as amount owed and eligible for escalation
 - b. Once eligible for write off, these transactions are subsequently written off.
 - c. .
56. Customer provides CSR with a copy of their bankruptcy filing. CSR enters the bankruptcy filing information into the wrong customer account or enters the wrong bankruptcy filing date into a customer's account. The impact from the bankruptcy transactions is reversed,

customer's account is corrected by the CSR who reverses the dismissal of the toll and fees charges

57. Customer provides CSR with a copy of their bankruptcy filing. CSR enters the bankruptcy filing date and unpaid transactions prior to the filing date are flagged as bankruptcy and are removed from the customer's account balance. The bankruptcy transactions do not escalate to collections and are moved to a bankruptcy receivable account. Funds from the bankruptcy Trustee are subsequently received; the bankruptcy transactions are reversed/reactivated and paid.

58. A relative of a customer calls service center and provides the CSR with a copy of death certificate for a customer. Unpaid transactions prior to the date of death are flagged as deceased and are removed from the customer's account balance. These transactions do not escalate to collections and are subsequently written off, when eligible.

a. .

59. A SunPass customer's account is driven into the negative from a payment reversal, unpaying a pass plan sale. A receivable is created, and revenue is reduced from the Agency. Receivable is subsequently paid

60. Customer account goes into the negative and subsequently has Interoperable Agency tolls posted to the account. A receivable is created. Receivable is subsequently paid. If not paid, amount may be written off when eligible

SunPass Fees - Prepaid Customer

61. A SunPass customer frequently travels throughout the State of Florida for his job and must provide documentation of the tolls paid for his expense report. The customer calls the call center and requests monthly statements to be mailed to him. Each month the customer will be charged a \$1.50 fee for the mail fee.

62. The Department has a special program supporting rental cars and trucks. Fees associated with the program are charged on a monthly basis. The rental car or truck are charged the SunPass rate for image-based transactions at the time of the transaction. On a monthly basis the rental car account is also charged a configurable fee per Image-based Toll Transaction in the form of a percentage of their total monthly tolls and an additional configurable fee per MToll.

63. The Department charges an NSF fee (configurable) for any returned check or ACH payment (separately configurable).

SunPass Fees - Postpaid Customer

64. A SunPass customer, not in good standing, travels a toll road and incurs tolls that are unpaid after a configurable number of days (or configurable dollar value). The customer is issued a

TOLL-BY-PLATE invoice which includes a \$2.50 administrative charge. The customer pays the charge

65. A SunPass customer, not in good standing, bounces a check with the CBO (or ACH). A configurable NSF fee is posted to the account. The customer pays the charge
66. Any previously paid fee charged to the prepaid account is unpaid as a result of a payment reversal. A receivable is created, and allocable revenue is reduced. When collected.
67. Any outstanding fee receivable meets eligibility requirements for write off and are reversed.
68. Any outstanding fee receivable occurs prior to a bankruptcy filing that the CBO is notified of.
69. Any outstanding fee receivable occurs prior to death that the CBO is notified of.

Interoperability Transactions

70. A customer travels on a Department roadway with an Interoperable Agency Transponder linked to an account that is in good standing. The Department RSS generates an ETC UFM. OBO forwards the ETC UFM to commercial back office. The ETC UFM continues to be processed according to the posting hierarchy. The Transponder is found to be listed on an Interoperable Agency account as per hierarchical order. The transaction is included in a Transaction File (.ICTX). The Transaction File is transmitted by Department to the Interoperable Agency. The Interoperable Agency acknowledges receipt of the Transaction File and transmits an Acknowledgement File (.ACK) to Department. Subsequently, the following use cases may occur:

- a. The Interoperable Agency posts the transaction to its customer's account. The disposition (posting status) is included in a Transaction Reconciliation File (.ICRX). The Transaction Reconciliation File is transmitted by the Interoperable Agency to Department. Department acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to the Interoperable Agency.
 - b. The Interoperable Agency rejects the transaction. The disposition (rejection reason) is included in a Transaction Reconciliation File (.ICRX). The Transaction Reconciliation File is transmitted by the Interoperable Agency to Department. Department acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to the Interoperable Agency. The transaction is converted to an Image UFM. The transaction continues to be processed according to the posting hierarchy: to any Customer Account with sufficient funds to pay the toll on the Account.
71. A customer travels on a Department roadway with no Transponder. The RSS generates an Image UFM. OBO performs license plate image review and set of other validation functions. OBO forwards the image UFM to commercial back office. The transaction continues to be processed according to the posting hierarchy. The vehicle's license plate is found to be listed on an Interoperable Agency account as per hierarchical order. The transaction is included in

a Transaction File. The Transaction File is transmitted by Department to the Interoperable Agency. The Interoperable Agency acknowledges receipt of the Transaction File and transmits an Acknowledgement File to the Department. Subsequently, the following use cases may occur:

- a. The Interoperable Agency posts the transaction to its customer's account. The disposition (posting status) is included in a Transaction Reconciliation File. The Transaction Reconciliation File is transmitted by the Interoperable Agency to Department. Department acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File to the Interoperable Agency.
 - b. The Interoperable Agency rejects the transaction. The disposition (rejection reason) is included in a Transaction Reconciliation File (.ICRX). The Transaction Reconciliation File is transmitted by the Interoperable Agency to Department. Department acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to the Interoperable Agency. The transaction continues to be processed according to the posting hierarchy: to any Account with sufficient funds to pay the toll.
72. A customer travels on a Department roadway with an Interoperable Agency Transponder linked to an account that is in good standing, while the facility is in zero fare override mode. The transaction is not transmitted to the Interoperable Agency and stored in the CBO. No further processing on the transaction occurs. *See previous rejection scenarios.*
73. A customer travels on a Department roadway with an Florida Interoperable Agency non-revenue Transponder linked to an account that is in good standing. The transaction is not transmitted to the Interoperable Agency. No further processing on the transaction occurs.
74. A customer travels on a Department roadway with an Interoperable Agency Transponder linked to an account that is in good standing. The RSS generates an ETC transaction. OBO determines UFM qualifies for exemption as per Agency business rules (SW 120th Street Plaza Exemptions, Bus Exemptions etc.). The transaction is not transmitted to the Interoperable Agency. No further processing on the transaction occurs. *See previous scenario.*
75. A customer travels on a Department roadway with no transponder, or with a transponder linked to an account that is not active. The RSS generates an Image UFM. OBO performs license plate image review and validates the Image UFM and sends to the CBO. CBO determines UFM qualifies for exemption as per Agency business rules (SW 120th Street Plaza Exemptions, Bus Exemptions etc.). The transaction is not transmitted to the Interoperable Agency. If none of the posting hierarchy allow for the transaction to post at \$0.00, no further processing on the transaction occurs. *See previous scenario.*
76. An Interoperable Agency customer with an account in good standing (and is therefore included as good standing in the positive file sent from the Interoperable Agency) travels on a Department roadway. The Department sends a transaction file to the Interoperable Agency which goes through the acknowledgement process. Before the transaction can be posted to the Interoperable Agency customer's account, the account is closed. The toll is guaranteed

to the Department because the customer was included as being in good standing in the positive file..

77. A customer travels on an Interoperable Agency roadway with a SunPass Transponder linked to an account that is in good standing. Department receives a Transaction File from the Interoperable Agency. The transaction is included in the Transaction File. Department acknowledges receipt of the Transaction File and transmits an Acknowledgement File (.ACK) to the Interoperable Agency. Subsequently, the following use cases may occur:

- a. Department is unable to post the transaction to the SunPass customer's account and the disposition (rejection reason) is included in a Transaction Reconciliation File (.ICRX). The transaction reconciliation file is transmitted by Department to the Interoperable Agency. The Interoperable Agency acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to Department.
- b. Department posts the transaction to the SunPass customer's account using the transponder information. The disposition (posting status) is included in a Transaction Reconciliation File (.ICRX). The Transaction Reconciliation File is transmitted by Department to the Interoperable Agency. The Interoperable Agency acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to Department.

78. A SunPass customer travels on an Interoperable Agency roadway with no transponder, or with a transponder that is not active. Department receives a Transaction File (.ICTX) from the Interoperable Agency. The transaction (including license plate information) is included in the Transaction File. Department acknowledges receipt of the Transaction File and transmits an Acknowledgement File (.ACK) to the Interoperable Agency. Department is unable to post the transaction to the SunPass customer's account because the customer transponder was not in good standing at the time of the transaction. The disposition (rejection reason) is included in a Transaction Reconciliation File (.ICRX). The Transaction Reconciliation File is transmitted by Department to the Interoperable Agency. The Interoperable Agency acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to Department.

- a. A SunPass customer with an account in good standing (and is therefore included as good standing in the positive file sent to the Interoperable Agency) travels on an Interoperable Agency roadway. The Department receives a transaction file from the Interoperable Agency which goes through the acknowledgement process. Before the transaction can be posted to the SunPass customer's account, the account is closed. The toll is guaranteed to the Interoperable Agency because the customer was included as being in good standing in the positive file.

79. An Interoperable Agency transaction was posted to a SunPass customer account. The customer called and disputed the transaction. The transaction dispute is found to be valid and is reversed from the customer's account and their balance is adjusted accordingly. If the

transaction is not approved to be reduced from the Interoperable Agency distribution, amounts given to customer are charged as allocable to the Department.

80. An Interoperable Agency customer that is not a member of the EZ-Pass group travels on Florida Interoperable facility that is interoperable with SunPass . Department receives a Transaction File from the Florida Interoperable Agency. The transaction is identified as another Interoperable Agency customer transaction, and a file is created and sent to the Interoperable Agency for acknowledgement. Subsequently, the following use cases may occur:
- a. Interoperable Agency posts the transaction to its customer's account. The disposition (posting status) is included in a Transaction Reconciliation File. The Transaction Reconciliation File is transmitted by the Interoperable Agency to Department. Department acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File to the Florida Interoperable Agency.
 - b. The Interoperable Agency rejects the transaction. The disposition (rejection reason) is included in a Transaction Reconciliation File (.ICRX). The Transaction Reconciliation File is transmitted by the Interoperable Agency to Department. Department acknowledges receipt of the Transaction Reconciliation File and transmits an Acknowledgement File (.ACK) to the Florida Interoperable Agency.

Parking Facilities Transactions

81. SunPass customer attempts to exit Parking Facility. The customer's Transponder is opted-in for parking. The account has sufficient funds to pay to the Parking Transaction. The exit transaction is less than \$10 and is approved and posts to the customer's account. The Parking Transaction reduces the customer's prepaid account balance.
82. SunPass customer attempts to exit a Parking Facility. The customer's Transponder is opted-in for parking. The account has insufficient funds to pay the Parking Transaction. The account has automatic replenishments enabled. The account is automatically replenished for the amount of the Parking Transaction. The exit Parking Transaction is approved and posts to the customer's account. The Parking Transaction reduces the customer's prepaid account balance.
83. SunPass customer is overcharged for parking at a Parking Facility and disputes the charge. A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and that a portion of the Parking Transaction should be reversed. Payments reversed are added back to the customer's prepaid toll liability balance. A customer may request the refund to be placed back to the original form of payment made.

Single Point Charge Parking Facility

84. SunPass customer attempts to enter a Parking Facility. The customer's Transponder is opted-in for parking. The account has sufficient funds to pay to the Parking Transaction. The entry transaction is approved and posts to the customer's account and charges the Parking Transaction against the customer's account.

85. SunPass customer attempts to enter a Parking Facility. The customer's Transponder is opted-in for parking. The account has insufficient funds to pay the Parking Transaction. The account has automatic replenishments enabled. The account is automatically replenished with enough funds to pay the Parking Transaction and bring the account to a pre-determined threshold. The entry transaction is approved and posts to the customer's account and charges the Parking Transaction against the customer's account.
86. SunPass customer is overcharged for parking at a Parking Facility and disputes the charge. A service request team member reviews the open dispute and reviews the details. The team member determines the dispute is valid and that a portion of the Parking Transaction should be reversed. Payments reversed are added back to the customer's prepaid toll liability balance. A customer may request the refund to be placed back to the original form of payment made.

Retailer Activity

87. Retailer requests to purchase Transponders from Department from online portal; the Department issues purchase order to OEM and OEM ships to central warehouse. Central warehouse ships to retailer and an invoice (no sales tax is charged since Retailer has Tax Exempt Resale Certificate on file) is issued to the retailers for payment. Retailer submits payment to the CBO.
88. Retailer submits payment for transponder purchased, however, the retailer deducts \$X from the payment because some transponders arrived damaged. A credit is applied to the invoice and the invoices shows zero balance due.

Government Accounts

Certain government agencies are unable to maintain a prepaid balance due to legislative restrictions. Governments may register with the Department and submit a purchase order to secure payment. The Department approves a Government customer account type for the Agency. These accounts receive the lowest, SunPass rate and pay in arrears for tolls and transponder purchases. Use cases follow similar flow to SunPass postpaid transactions, however the tolls are posted at SunPass rate and transponder purchases can be made in arrears.

TOLL-BY-PLATE Customer Account Toll Transactions

89. A customer travels on a Department roadway with no transponder in the vehicle. The RSS generates an Image UFM. OBO Performs license plate image review and set of other validation functions. OBO forwards the image UFM to commercial back office and CBO receives. After receipt, the following scenarios apply:
- a. The vehicle's license plate is not listed on an existing Account. Registered owner of the vehicle (ROV) lookup is performed, and the system is able to obtain ROV information. No account exists for this ROV. A new account is created for the ROV. The ROV information and vehicle are added to the account and the transaction posts to the account
 - b. A TOLL-BY-PLATE customer account already exists for this ROV. The transaction is posted to the account.

- c. The vehicle's license plate is not listed on any Accounts. Registered owner of the vehicle (ROV) lookup is performed, and the ROV is not found. Transaction will be re-queued for future retry.
 - d. The vehicle's license plate is listed on an existing Customer Account. ROV lookup for the license plate was determined to be performed greater than [XX] calendar days from the last date and requires a new ROV lookup. The ROV lookup is performed, and the system receives confirmation of the same registered owner of the vehicle (ROV). The transaction posts to the existing Customer Account. The account is updated to include the ROV information.
 - e. The transaction is invalid per CBO Interface Control Document
90. Transactions with license plate information without ROV information or Accounts with returned addresses are reviewed by an automated ROV search engine on a periodic basis to find accounts with invalid addresses or no addresses and will provide updated address. System updates the address, and an account is created and the transaction posts from the NO-ROV queue.
- a. If no ROV is found after a configurable number of tries (or time period), the transaction is returned back to the Agency.
91. A TOLL-BY-PLATE customer disputes an unpaid, billed transaction posted to their account. CSR determines it is a valid dispute and accepts the dispute, adjusting the customer's balance due, placing the transaction into a re-processing queue, where the transaction will then move to image review. Upon successful identification of new license plate number, transaction moves to NOROV Queue and plate information are sent to DMV lookup service to identify the registered owner of the vehicle. Upon successful identification of new ROV, new account is created, and transaction is posted to TBP account at TBP rate.
- a. Alternatively, if the license plate information cannot be identified based on the image, the transaction is returned to Originating Agency (RTOA).
 - b. Or, license plate information can be identified but a ROV cannot be found, also resulting in a RTOA.
92. A TOLL-BY-PLATE customer chooses the Department's option to convert her account to a SunPass account to take advantage of the savings in rate. At the time of payment, the tolls due are adjusted to the lower SunPass rate. The customer's payment is processed successfully and the TBP balance is cleared to \$0.00.
93. A customer paid a TBP invoice via check which is subsequently returned due to insufficient funds. The payment is reversed. An NSF fee is calculated (a configurable percentage of the value of the check or a minimum fee amount) and posted to the customer's account.
94. A customer makes a payment to their TBP account in excess of the amount due. Subsequently, tolls are posted to the customer account and paid from the overpayment balance prior to invoicing.
95. A customer inadvertently paid the same TBP invoice two times via payment card. The customer contacts the call center and asks the CSR for a refund of the overpayment. The CSR

processes the refund. The next day, notification is received that the payment card processor was unable to process the refund (payment card was closed account). The payment card refund is reversed, and the customer's balance is adjusted accordingly. A check refund is processed and sent to the customer's address on file.

96. Transponder tolls cannot be posted to account because of account closing, however due to the UFM license plate details a ROV can be found and a TBP account created, and account posted.

97. Tolls are posted to a TBP customer account:

- a. The customer makes a payment on the website before an invoice has been generated.
- b. The customer disputes the tolls before an invoice has been generated.
- c. The customer disputes the tolls before an invoice has generated, that can be reprocessed

98. A transaction is posted to a TBP unregistered customer account using the ROV lookup information. A SunPass customer adds the license plate number to their account. The plate sweep process is run and identifies the unpaid TBP transaction license plate number is on a SunPass customer account in good standing. The transaction is moved from the TBP customer account for reprocessing to the SunPass customer account. The toll goes through reprocessing and is posted to the SunPass customer account at a reduced SunPass rate.

- a. Alternatively, the toll may need to go through image re-review. If re-review is successful in finding a plate number, the transaction moves to the NOROV Queue. If the plate cannot be read from the image, the transaction is returned to the Originating Agency (RTOA).

99. A TOLL-BY-PLATE customer has identified that the toll transactions posted to her account were the responsibility of another person. Customer calls the Call Center, and the CSR finds the dispute supported. Transactions is moved from the TBP customer account for reprocessing to the appropriate vehicle owner.

100. A TOLL-BY-PLATE customer's past due tolls are eligible for write-off. Tolls eligible for write-off are identified and moved to a separate system ledger and the customer's account balance is updated. The Department submits for approval to perform the write off. Upon approval, these tolls are written off.

101. A TOLL-BY-PLATE customers check is returned as non-sufficient funds (NSF) by the bank. The payment is reversed on the customer's account and any tolls previously paid are now un-earned. An NSF Fee is charged to the customer.

102. An account with insufficient balance or invalid payment method meets aging requirements in [XX] calendar days, a bill is (1st invoice) generated and issued for payment, along with a posting of a toll administrative charge of \$2.50. The Invoice sets due dates of [XX] calendar days.

- a. The fee is paid by the customer.

b. The fee meets criteria for write off and is reversed.

103. The system applies a single express lanes violation charge per configurable 24-hour time period (initially set to 12:00 am – 11:59:59 pm) for express lane activity associated with the vehicle. This charge is configurable as \$[XX.XX]. **Note** – Trip building will be done by Agency OBO. Unique Trip ID and toll rates for all UFMs that belong to same trip will be assigned by OBO. CBO would only perform fee logic. This fees/penalty is applied in addition to toll rates.

Example –Vehicle – ABC124 made following violation trips on date - August 13, 2020

- Trip 1 (ID-12345) - UFM 1 at I-95 Plaza 1 (occurred at 8:30 A.M.), UFM2 at I-95 plaza 2 (occurred at 8:36 A.M.), UFM3 at I-95 plaza 3 (occurred at 8:39 A.M.)
- Trip 2 (ID-23456) - UFM 1 at I-75 Plaza 4 (occurred at 5:30 P.M.), UFM2 at I-75 plaza 5 (occurred at 05:32 P.M.), UFM3 at I-75 plaza 6 (occurred at 05:35 P.M.)
- Trip 3 (ID-78965) - UFM 1 at I-595 Plaza 4 (occurred at 7:30 P.M.), UFM2 at I-595 plaza 5 (occurred at 07:32 P.M.), UFM3 at I-595 plaza 6 (occurred at 07:35 P.M.)

CBO applies single violation fee of \$25.00 for all three trips (9 UFMS) on the customer account for that day and customer would also be charged for toll rates designated in the individual UFM. move to TBP section where we have ELV fee use case

104. An express lanes violation trip starts on day 1 and ends on day 2 in the same facility, the system applies a single express lanes violation charge based on the trip starting point in the facility. Example - Vehicle – ABC124 made following violation trips on date - August 13 /14 2020

- a. Trip 2 (ID- 123456) - UFM 1 at I-595 Plaza 4 (occurred at 11:55 P.M.), UFM2 at I-595 Plaza 5 (occurred at 11:58 P.M.), UFM3 at I-595 plaza 6 (occurred at 12:05 A.M.)
- b. For Trip 2, customer traversed on 1-595 from 11:55 P.M (August 13) to 12:05 A.M (August 14). We apply \$25.00 for August 13 and we do not apply another \$25.00 on August 14 for the same trip. On August 14, if the account has additional express lane trip transactions, then same rules defined UC121/122 will apply to those transactions.

105. A TOLL-BY-PLATE customer is charged an express lane violation fee for improper use of an express lane facility (see previous 14/15) without a SunPass transponder.

- i.* The fee is paid before billing.
- ii.* The fee is paid utilizing an existing overpayment on the account
- iii.* The fee is written off (when eligible).

- iv.* The fee is paid after billing
- v.* The fee is paid after billing and included additional funds which creates a positive balance on the account.
- vi.* The fee is disputed after payment, creating a positive balance on the customer's account.
- vii.* The fee is recognized as a transaction in bankruptcy status as the transaction occurred before a filing notice. That transaction can be subsequently written off. These same steps could apply for deceased.

The previous steps i. – vii. can occur with any fee charged to TBP customer account.

- 106. The bank sends a chargeback for a TBP payment that previously paid tolls. The customer's balance reflects the reversal of the payment and revenue to the Agency is reduced.
- 107. Customer disputes a paid transaction and creates an overpayment on the account and billed fee transactions (previously receivable) are paid.
- 108. A TBP customer pays for a toll transaction (after billing).
- 109. A TOLL-BY-PLATE customer sends documentation of bankruptcy filing. Any unpaid transactions prior to the filing date are recorded in a bankruptcy ledger, not pursuable unless bankruptcy decision of dismissed from court.
- 110. A TOLL-BY-PLATE customer sends a death certificate. Any unpaid transactions prior to date of death are recorded in a deceased ledger, not pursuable.

TOLL-BY-PLATE Transaction (Prepaid Customer)

- 111. A customer registers for a TOLL-BY-PLATE prepaid account, makes a payment, and adds a payment card to their account for autopay New toll activity is posted to the account. Revenue is collected and earned when posted. same scenario applies for an unregistered account with an overpayment balance.
- 112. A TOLL-BY-PLATE customer with a prepaid balance requests a refund of balance. System changes account to pending closed for configurable amount of time and account is closed with a positive balance. Remaining positive balance is refunded to the customer OLL-BY-PLATE customer disputes a previously paid transaction on the account and dispute is successful.
 - Dispute cannot be re-processed.
 - a. Dispute can be re-processed. See postpaid for re-processing queue flow.
- 113. A TOLL-BY-PLATE customer disputes a previously paid fee on the account and the dispute is successful, creating a positive balance on the account.

114. A registered TOLL-BY-PLATE customer keeps a prepaid balance and has a payment method on file. As the transactions are paid prior to the close of an invoice cycle, no invoice is issued, and no administrative fee is charged.

Customer Relationship Management and Payments

This system will be used for customer interactions to make payments, open, maintain, and close its accounts. This also includes the interfaces that will be used to promote self-service options for customer account management and payment options.

Invoice and Billing

The CBO will be used for generating invoices and processing payments. The Department desires to have all stakeholders for 1st party collections (performed by the Department) and 3rd party Collections Agencies to have access and record all updates into the single system of record.

115. An account with insufficient balance or invalid payment method meets aging requirements in [XX] calendar days, the 1st invoice is generated and sent to the customer, which includes the toll transactions and a toll administrative charge of \$2.50. The Invoice sets due dates of [XX] calendar days.
116. An account with no payment received after the 1st notice triggers a 2nd notice to be issued after a grace period of [XX] calendar days with a second invoice that requires payment within [XX] day.
117. An account with no payment received after the 1st and 2nd notice, generates a Uniform Traffic Citation Notice to be issued after a grace period of [XX] calendar days after 2nd invoice due calendar days that requires payment within [XX] calendar days.
118. An account with one or more Florida license plates that has a past due balance above registration stop threshold issues registration stop and prevents renewal of vehicle registration. A registration stop is applied to the Florida license plates at the Florida Department of Highway Safety and Motor Vehicles (DHSMV).
119. An account which is [XX] calendar days (or more) past due meets the criteria for third party Collections Agency. A collections fee is calculated and assessed on the account. The customer's information is made available to the third-party Collections' Agency for action. The customer pays the past due balance (including collections fee) to Department in full. Department transfers the pre-negotiated collections fee to the Collections Agency. The account is removed from Collections status and brought into good standing.
120. An account which is [XX] calendar days (or more) past due meets the criteria for third party collections. A collections fee is calculated and assessed on the account. The customer's information is transferred to the third-party Collections Agency for action. The customer pays a portion of the past due balance to Department. A pre-negotiated portion of the payment is applied to the collections fee, and the remaining portion is applied to other past due transactions (tolls/fees) on the account. Department transfers the paid portion of the collections fee to the Collections Agency. The account remains in Collections. Currently the Collections Agency and the Department have pre-determined collection fees outside of the

system. The Department is open to configurable parameters for contingency collection fees by Agency if available in the system of record.

121. An account which is [XX] calendar days (or more) past due meets the criteria for third party collections. A collections fee is calculated and assessed on the account. The customer's information is transferred to the third-party collections Agency for action. The customer pays the past due balance (including collections fee) to the Collections Agency in full. The Collections Agency retains the pre-negotiated collections fee and transfers the remaining balance of the customer's payment to Department. The customer's payment is applied to the account and the account is removed from Collections and the account status is changed to good standing.
122. An account which is [XX] calendar days (or more) past due meets the criteria for third party collections. A collections fee is calculated and assessed on the account. The customer's information is transferred to the third-party Collections Agency for action. The customer pays a portion of the past due balance to the Collections Agency. The Collections Agency retains a pre-negotiated portion of the collections fee and transfers the remaining balance of the customer's payment to Department. The customer's payment is applied to the account. The account remains in Collections.
123. An account which is [XX] calendar days (or more) past due meets the criteria for UTC issuance. An eligible transaction is selected and queued for review by Toll Enforcement Officer or other authorized personnel. The transaction is approved for issuance of a UTC. The toll amount and UTC fine \$[XX.XX] is assessed on a UTC document. The UTC is mailed to the customer. The customer has [XX] calendar days to pay the toll and fine to Department before it is transmitted to court.
124. Department receives a direct payment for a UTC which has not yet been transmitted to court. The Department applies the payment to the customer's UTC transaction and transaction is not transmitted to court.
125. A UTC which has already been transmitted to court is paid in court. The court transfers the original toll amount and fine to Department. The payment is received and allocated manually to the correct Agencies by county and to Other Toll Facilities, as applicable.
126. Accounts eligible for replenishment and meet replenishment thresholds are replenished by established replenishment amounts.
127. CBO bank reconciliation is a three-way reconciliation performed to reconcile 1) the credit card processor amounts reported for the revenue day with 2) the amounts posted in the CBO and 3) the amounts deposited to the bank account.
128. Chargebacks are initiated by a customer. The payment is reversed on the customer's CBO account, and Department reviews and disputes the charge back with the credit card issuer.
129. After review by an auditor, an issue is found that impacts many transactions. The transactions are identified, and the CBO reverses the original transaction in bulk and posts corrected transactions based on guidance received from the Department.

130. A customer has a balance due and receives a first notice. Payments due are not received within [XX] calendar days from date of first notice. A Department reminder notice is sent with additional \$[X.XX] administrative charge.

Agency Settlement

As a fiduciary fund, all collected revenue and charged expenses must be settled with the Other Toll Facilities and Interoperable Agencies. The use below include the transactions necessary to do so, including settlement of toll revenue collected, fees collected from accountholders and external agencies, as well as an allocation of fees and other charges charged by Interoperable Agencies.

131. Collected SunPass revenue is distributed for a settlement period.
132. Collected TBP revenue is distributed for a settlement period.
133. Transponder sale revenue (within CBO) is settled with the Department, including sales tax collected.
134. Receipt of funds from Agency for promotional coupons issued.
135. Agency funding of cost associated with Interoperable Agency guaranteed tolls, either non-postable (NPST) or written off SunPass postpaid tolls.
136. Distribution of allocable fee revenue including postpaid administrative charges, statement fees, interoperable credit card and transaction fee revenue is settled with the Other Toll Facilities.
137. Adjustments to settlements with Other Toll Facilities for Interoperable Agency disputes not approved is settled.
138. Settlement (allocation) of revenue received from courts (not directly identifiable).
139. Interoperable Agency revenue settlement.

Security Plan

FDOT Example Office

FDOT Example Application (DEA)

VERSION: 1.0

REVISION DATE: Month Day, 20xx

Approval of the Security Plan indicates an understanding of the purpose and content described in this document, based on my areas of responsibility as listed in Section 8: Roles and Responsibilities.

Approver Name	Title	Signature	Date
System Owner	System Owner		
Functional Coordinator	Functional Coordinator		
Project Manager	Project Manager		
System Security Coordinator	System Security Coordinator		
Stephanie Tanner	Information Security Manager		

Approval Type	Description	Date
Plan Accepted	The Information Security Management Office (ISMO) has reviewed the Security Plan and approves the planned Security Design. The Project Team may move forward with development, purchase or configuration efforts for the System. Should the Security Design of the system change, the Security Plan must be updated and submitted for re-review.	
Vulnerability Assessment	The ISMO has completed vulnerability scans of the information technology components involved in this project. All vulnerabilities have been (1) addressed within acceptable limits or (2) accepted and documented as a risk to the project.	
Final Approval	The System has been developed and is ready for production. If the System goes through a major modification or update, then the Security Plan has to be updated and approved.	

Table of Contents

Table of Contents	2
Section 1 Purpose and Handling of the Security Plan Document.....	4
Section 2 System Overview	5
Section 2.1 System Description	5
Section 2.2 System Technical Details.....	5
Section 2.3 System Scope	6
Section 2.4 System Operational Status	6
Section 2.5 System Type	6
Section 2.6 Web Presence.....	7
Section 2.7 System Automated Email.....	7
Section 2.8 Certified Digital Certificates and Electronic Signatures [Link to definition]	7
Section 3 Authentication and Authorization Risk Analysis.....	8
Section 3.1 System Roles and System Access Requests.....	8
Section 3.2 Authentication Method	9
Section 3.3 Authentication Details	10
Section 3.4 Security Profile Diagram	11
Section 4 Configuration Risk Analysis	12
Section 4.1 Graphical User Interface	12
Section 4.2 Generic and/or Service Accounts	12
Section 4.3 Development Environment.....	12
Section 4.4 Application Programming Interfaces (API) - Consumption	13
Section 4.5 Application Programming Interfaces (API) – Hosted API	13
Section 4.6 System Dependencies	13
Section 4.7 Port Settings.....	14
Section 4.8 Specialty Hardware	14
Section 4.9 Patch Management, Software Updates and Firmware Upgrades	14
Section 4.10 Physical Security.....	15
Section 4.11 Cloud Environment	15
Section 4.12 Securing Vendor Provided Systems	16
Section 5 Data Risk Analysis	17
Section 5.1 Database Information.....	17
Section 5.2 External User Data Entry	17
Section 5.3 Specialized Reporting	17

Section 5.4 Data Encryption..... 17

Section 5.5 Electronic Document Storage 18

Section 5.6 Confidential or Sensitive Information and Personally Identifiable Information (PII)..... 18

Section 5.7 Credit Card Processing..... 19

Section 6 Critical Resources 20

Section 6.1 System Criticality Status 20

Section 6.2 Events, Logs, and/or Transaction History 20

Section 6.3 Backup and Recovery 20

Section 6.4 Record Retention 21

Section 7 Federal Information Processing Standards 199 Potential Impact Categorization 22

Section 7.1 Identifying Information Types..... 22

Section 7.2 Confidentiality Potential Impact..... 23

Section 7.3 Integrity Potential Impact 24

Section 7.4 Availability Potential Impact 25

Section 7.5 Potential Impact Table 25

Section 8 Roles and Responsibilities 26

Section 8.1 System Owner..... 26

Section 8.2 System Security Coordinator 26

Section 8.3 Functional Coordinator (FC) 27

Section 8.4 Enterprise Data Steward 27

Section 8.5 ISA System Administrator 28

Section 9 FDOT Policies and Procedures 28

Section 10 Document Revision History..... 29

Section 11 References 29

Section 12 Vulnerability Assessment..... 30

Section 13 Appendices 31

Appendix A: Definitions and Standards 31

Section 1 Purpose and Handling of the Security Plan Document

Note: For instructions on completing this template, please reference the [TTO Security Plan Instructions](#).

This Security Plan outlines the security configuration of the system, identifies risks and vulnerabilities, and addresses how the risks will be mitigated. Use of this template ensures that the requirements from Chapter 60GG-2, F.A.C., are addressed. The objectives of the Security Plan are to:

- Ensure confidentiality, integrity, and availability of the system data
- Identify confidential or sensitive information in the system
- Define system security methods, requirements and procedures
- Promote consistency and uniformity in the system's security practices

The purpose of each section in this document is to address risk management and reduce exposure to the Department by identifying controls to offset threats and protect the Department's resources. All sections should be addressed, unless deemed inapplicable to your system. If a section is not applicable, please mark it accordingly in the security plan. Do not remove sections of the template.

It is expected that the Security Plan will be developed during the system development life cycle (e.g., the Security Plan may be revised after testing is complete, but before going into production). It is understood that Security Plans submitted in the early phases of development will not be able to address all questions. These questions can be addressed later as the system moves through the developmental life cycle. All questions must be answered and the Security Plan shall have Final Approval status before the system moves to production. Information about the submission and review process for security plans can be accessed at the Instructions for Project Managers link on the [Security Assessment and Authorization](#) page.

The Security Plan is a living document that must be updated to incorporate new and/or modified security controls any time the system goes through a major modification. The plan will be maintained as changes occur to the system that could potentially impact the security of the system. Please reference the [TTO Security Plan Instructions document](#) for the conditions under which a system change will require an updated security plan to be submitted to the Information Security Management Office (ISMO) for approval.

Security Plans are considered confidential and exempt from Section 119.07(1), F.S., pursuant to Sections 282.318, F.S. System Security Plans shall only be made available to those individuals with a business need to view, process, or maintain the plan. The system Security Plan document must be stored in the Draft folder on the secured SharePoint site during the submission and review process. After approval, the Security Plan document will be moved to the Approved folder on the SharePoint site. Please contact the InfoSec team if access to a Security Plan needs to be granted for internal staff. **In the situation where the Security Plan must be shared with external staff or placed on external locations, access must be limited to only those staff with a direct need to access the Security Plan. When Security Plans must be transmitted externally, use secured methods such as the Department's [File Transfer Appliance \(FTA\)](#).**

Section 2 System Overview

Provide an overview of the system by completing sections below. The System Description (2.1) must include a 1-2 paragraph summary that describes the business use and key functionality of the system being developed, enhanced or purchased. Also, describe the types of users (internal, external, general public) that will utilize the system. If you will be referring to your system with an acronym, ensure that it is unique to the Department by checking the [Application System List](#) and/or the ROADS_Applications and Reporting Inventory under Configuration Items in the Cherwell Portal.

Section 2.1 System Description

System Name (Acronym): System URL:	FDOT Example Application (DEA) www.fdotwp2.dot.state.fl.us/dea
Description of the System Provide a general overview of the system including the business purpose, processes and data addressed by the system. Optional: If you have system documents that would assist the ISM Team in understanding the system (user manual, functional specifications, etc.), that can be attached separately.	
Description of System Data Describe at a high-level the data being used and/or collected. Also describe how the data will be used within the application.	
Technology Proposal link and/or Project Development website (if applicable)	
ROADS ID Number (located in CMDB system record)	

Section 2.2 System Technical Details

		Server or Container Name	IP/IP Range
System Server			
(Unit Test/Dev):	<input type="checkbox"/> N/A		
(System Test):	<input type="checkbox"/> N/A		
(Production):	<input type="checkbox"/> N/A		
Database Server			
(Unit Test/Dev):	<input type="checkbox"/> N/A		
(System Test):	<input type="checkbox"/> N/A		
(Production):	<input type="checkbox"/> N/A		
Support Teams			
System Server Support Team:	<input type="checkbox"/> N/A		
Database Server Support Team:	<input type="checkbox"/> N/A		

Section 2.3 System Scope

<input type="checkbox"/>	Statewide	
<input type="checkbox"/>	District Specific	District(s):
<input type="checkbox"/>	Office Specific	Office Name(s):
Explanation:		

Section 2.4 System Operational Status

<input type="checkbox"/>	Operational	The system is operating and in production.
<input type="checkbox"/>	Under Development	The system is being designed, developed, acquired or implemented.
<input type="checkbox"/>	Major Modification	The system is undergoing a major change, development, or transition.
<input type="checkbox"/>	Technology Refresh	The system is undergoing a major change focusing on updating the underlying technology with only minor changes to the business functionality.
<input type="checkbox"/>	Other	Document details below.
Explanation (include projected implementation date if applicable):		

Section 2.5 System Type

<input type="checkbox"/>	FDOT Developed System	Version:
<input type="checkbox"/>	Vendor Developed System	
<input type="checkbox"/>	Vendor/FDOT Joint Developed System	
<input type="checkbox"/>	Commercial off the Shelf (COTS) System <input type="checkbox"/> Managed by FDOT <input type="checkbox"/> Managed by Service Provider	
<input type="checkbox"/>	Other:	
Explanation:		

Section 2.6 Web Presence

<input type="checkbox"/> FDOT Intranet		<input type="checkbox"/> Internet		<input type="checkbox"/> No Web Presence
Managed by:	<input type="checkbox"/> FDOT OIT	<input type="checkbox"/> FDOT Non-OIT	<input type="checkbox"/> Vendor <i>List Vendor Name Below</i>	<input type="checkbox"/> Other:
This system supports the standard FDOT browsers :		<input type="checkbox"/> Internet Explorer	<input type="checkbox"/> Google Chrome	<input type="checkbox"/> Microsoft Edge
Explanation:				

Section 2.7 System Automated Email

Automated emails are sent to users through this system:		<input type="checkbox"/> No	<input type="checkbox"/> Yes
Email recipients are:	<input type="checkbox"/> FDOT Email Accounts*	<input type="checkbox"/> Non-FDOT Email Accounts	
The email is sent from: <i>(List sender email address here)</i>	<input type="checkbox"/> FDOT Email Account	<input type="checkbox"/> Non-FDOT Email Account* <i>(such as a vendor service)</i>	
*Note: If FDOT email accounts will receive automated system notifications from a non-FDOT email address, please coordinate with the Office 365 Messaging Team (Outlook.Administrator@dot.state.fl.us) to ensure these emails will not be flagged as spam in Outlook. Approval for SMTP relay may also be needed and can be requested through the SMTP Relay Request Form .			
Comments:			

Section 2.8 Certified Digital Certificates and Electronic Signatures [[Link to definition](#)]

This system uses electronic signatures:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
This system uses DocuSign for electronic signatures:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
This system uses another certified digital certificate for electronic signatures:	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Is the certified digital certificate on the Department's standards list? [Link to approved authorities]	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Certified digital certificate vendor name: <i>(list here)</i>		
Explain how certified digital certificates and electronic signatures will be used in this system:		

Section 3 Authentication and Authorization Risk Analysis

Identify the risks associated with this system and document how those risks will be mitigated. Answer the questions below and provide any additional details that are pertinent. In areas where this system does not follow FDOT standards ensure to provide greater details.

Section 3.1 System Roles and System Access Requests

Complete the table below with the roles from your system. ([Sample](#))

All access to FDOT systems must be requested and approved through the [Automated Access Request Form System \(AARF\)](#) [[Link to definition](#)]. List the selections ([Access Items](#)) that are provided for each role in this system in AARF.

One or more access items should be established in AARF for a new application ([Instructions for including your system in AARF](#)). Each system role listed below that can be assigned to FDOT users should be documented in AARF. If one AARF Access Item is used for more than one system role (e.g., system roles are listed in the addendum of a single AARF item), please explain in the comments section below. Mark the AARF Access Item Name as N/A if it is a read-only unauthenticated role or if the role is only assigned to external system users.

System Role	Description of System Role Capabilities, including Scope of Control	Names of AD Security Groups, RACF Profiles, ISA Roles, etc. used to grant system role.	AARF Access Item Name
<i>e.g., System Administrator</i>	<i>Can create and edit district requests, can assign delegates for district staff.</i>	<i>RT_APP_DEA_Admin</i>	<i>e.g. DEA System Administrator</i>
Comments:			

Section 3.2 Authentication Method

Authentication Method	Internal Users (FDOT Staff/ Staff Aug) [Definition]	External Users (Consultants, Partners, Public) [Definition]
RACF (Resource Access Control Facility/Mainframe)	<input type="checkbox"/>	<input type="checkbox"/>
AD (Active Directory)	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Azure - AD	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Azure – ADFS <i>(If used, explain below why the standard Azure AD is not being used)</i>	<input type="checkbox"/>	<input type="checkbox"/>
ISA (Internet Subscriber Account)	Not Allowed	<input type="checkbox"/>
Azure B2C	Not Allowed	<input type="checkbox"/>
Security Token Service (STS) <i>(If used, explain below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other Method or No Authentication Method <i>(If used, explain below)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation:		

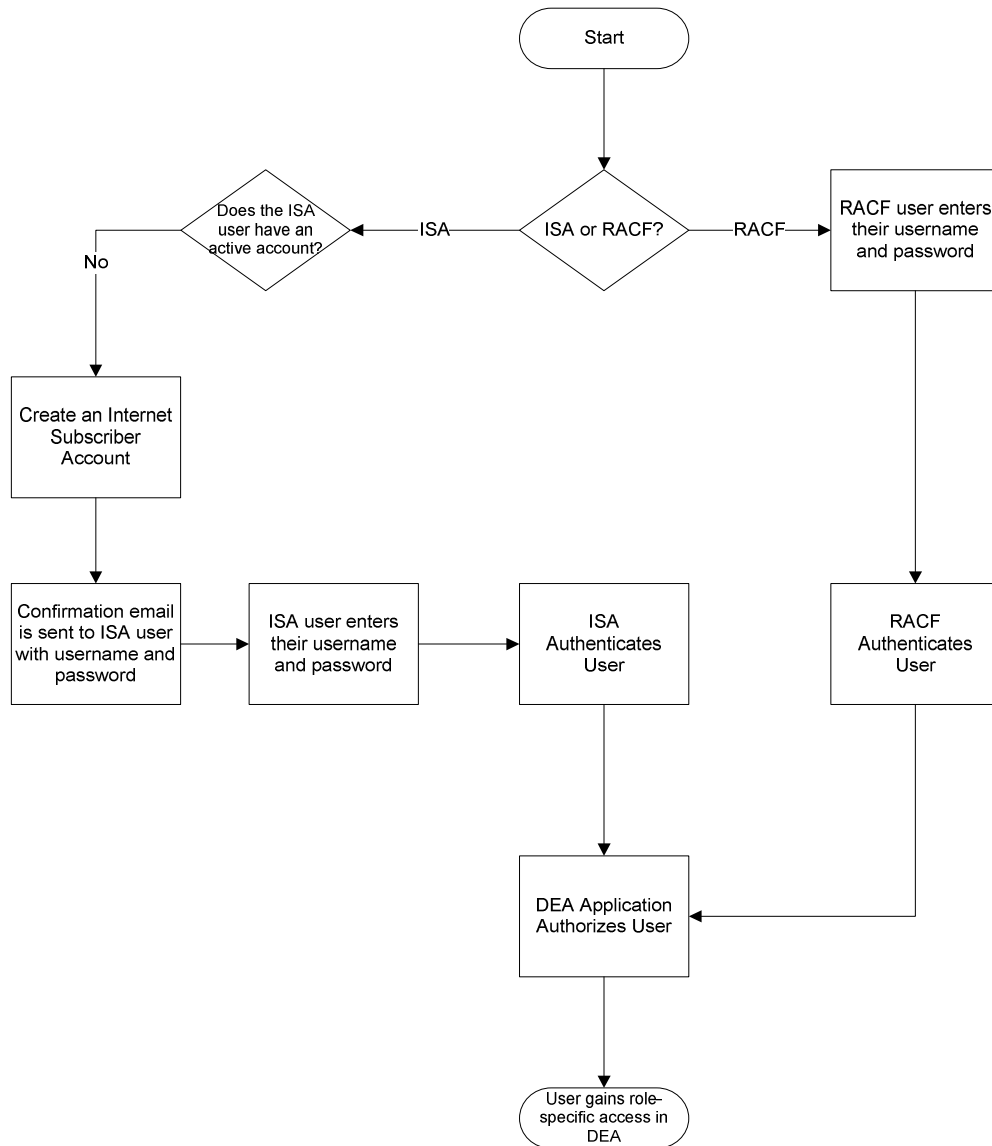
Section 3.3 Authentication Details

Details Specific to This System	Internal Users (FDOT Staff/ Staff Aug)	External Users (Consultants, Partners, Public)	Not Used/No
Multi-Factor Authentication <i>If Internal/External selected, explain how implemented below</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Passwords can be reset manually by an administrator of this system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This system allows for self-service password recovery (Username or Password)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The user is forced to reset their password in this system after being reset using self-service or by an administrator of this system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This system sends out password expiration reminders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This system can disable an account programmatically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This system allows for inactivity or session timeouts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
This system follows FDOT's standard password requirements <i>If Not Used/No selected, explain the standards that are followed below</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explanation:			

Section 3.4 Security Profile Diagram

Provide a Security Profile Diagram for your system. The diagram should illustrate your authentication mechanism and authorization process, including what method of authentication is used as listed in [Section 3.3](#) (i.e., AD, RACF, ISA).

DOT Example Application (DEA) System Security Profile



Section 4 Configuration Risk Analysis

Identify the risks associated with this system and document how those risks will be mitigated. Answer the questions below and provide any additional details that are pertinent. In areas where this system does not follow FDOT standards ensure to provide greater details.

Section 4.1 Graphical User Interface

Interface Type	Internal Users (FDOT Staff/ Staff Aug)	External Users (Consultants, Partners, Public)
This system is accessed via a web browser	<input type="checkbox"/>	<input type="checkbox"/>
This system is accessed via a thick application client	<input type="checkbox"/>	<input type="checkbox"/>
This system is accessed via a mobile app	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		

Section 4.2 Generic and/or Service Accounts

This system uses generic and/or service accounts		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Generic and/or Service Account Name	Purpose	Documented in AARF?	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
Comments:			

Section 4.3 Development Environment

This system will utilize FDOT's Development Environment Standards to establish a standard enterprise development environment . Mark this section N/A if this is a vendor developed or COTS system, and also complete Section 4.12 Securing Vendor Provided Systems.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Provide a brief description about the development environment to include items such as test environments, production data replication, migration between environments, stress testing, etc. You may describe below or provide a link to an existing document or upload a document to the security plan folder.		

Section 4.4 Application Programming Interfaces (API) - Consumption

This system utilizes application programming interfaces (APIs) to access other systems. List the APIs used below. If you use APIs from the FDOT Enterprise Library (FEL) you may list them separately, or just reference that the system uses FEL/FEL Version Number.	No <input type="checkbox"/>	Yes <input type="checkbox"/>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">API Name</th> <th style="width: 20%;">Purpose of API</th> <th style="width: 20%;">Includes Confidential/PII?</th> <th style="width: 40%;">Method of Securing API</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII </td> <td> </td> </tr> </tbody> </table>	API Name	Purpose of API	Includes Confidential/PII?	Method of Securing API			<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII				<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII				<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII			
API Name	Purpose of API	Includes Confidential/PII?	Method of Securing API															
		<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII																
		<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII																
		<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII																

Section 4.5 Application Programming Interfaces (API) - Hosted API

This system utilizes application programming interfaces (APIs) to provide/host data to other systems. List the APIs used below.	No <input type="checkbox"/>	Yes <input type="checkbox"/>																								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">API Name</th> <th style="width: 15%;">Purpose of API</th> <th style="width: 15%;">Includes Confidential/PII?</th> <th style="width: 15%;">API Method</th> <th style="width: 15%;">Data Format</th> <th style="width: 20%;">Method of Securing API</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII </td> <td style="text-align: center;"> <input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other </td> <td style="text-align: center;"> <input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII </td> <td style="text-align: center;"> <input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other </td> <td style="text-align: center;"> <input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;"> <input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII </td> <td style="text-align: center;"> <input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other </td> <td style="text-align: center;"> <input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other </td> <td> </td> </tr> </tbody> </table>	API Name	Purpose of API	Includes Confidential/PII?	API Method	Data Format	Method of Securing API			<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII	<input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other	<input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other				<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII	<input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other	<input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other				<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII	<input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other	<input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other			
API Name	Purpose of API	Includes Confidential/PII?	API Method	Data Format	Method of Securing API																					
		<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII	<input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other	<input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other																						
		<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII	<input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other	<input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other																						
		<input type="checkbox"/> No <input type="checkbox"/> Conf <input type="checkbox"/> PII	<input type="checkbox"/> Restful <input type="checkbox"/> SOAP <input type="checkbox"/> Other	<input type="checkbox"/> XML <input type="checkbox"/> JSon <input type="checkbox"/> Other																						

Section 4.6 System Dependencies

This system is dependent on or is a dependency to other systems. List the system(s) below. Add more lines or upload separate document to security plan folder if additional space is needed. <i>If you listed an API in Section 4.4 or 4.5, you do not need to list it again in this section.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">System Name</th> <th style="width: 70%;">Summary of Dependency</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	System Name	Summary of Dependency								
System Name	Summary of Dependency									

Section 4.7 Port Settings

List all ports required by the system and provide a brief description:						
Port Number:	Description:	Inbound	Outbound	Local FW	FDOT FW	FDS FW
80	HTTP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
443	HTTPS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 4.8 Specialty Hardware

Describe any specialty hardware that would need to be considered when reviewing the security risk of the system. Specialty hardware would be any hardware that is not FDOT standard hardware such as a custom desktop, IP cameras or a kiosk machine. Reference the manufacturer name, model or version numbers if known. Provide links to product specifications, diagrams and online manuals where possible or provide this information in an appendix.

This system contains specialty hardware No Yes

Description of Hardware	Manufacturer	Make/Model/Version

Section 4.9 Patch Management, Software Updates and Firmware Upgrades

Endpoints, network equipment, and IoT devices	Managed by				
	FDS	FDOT Enterprise Patch Mgmt. Team	District/CO OIT	Vendor / Other (List in Comments)	Not Applicable to System
Firmware upgrades	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating System software updates and patches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Application/System specific software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3 rd party software updates and patches (e.g. Java, Flash Player)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialty Hardware (As listed above)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:					

Section 4.10 Physical Security

This system resides at the Florida Digital Service (FDS) Data Center and will be subjected to its physical security policies and procedures	<input type="checkbox"/>
This system resides at an OIT Datacenter and will be subjected to its security policies and procedures	<input type="checkbox"/>
This system resides in the FDOT Azure environment and FDOT staff/vendors will have no physical access to the system.	<input type="checkbox"/>
This system resides in a location not hosted by FDOT. List the level of physical access allowed to FDOT staff/vendors. If there is physical access, explain how it is managed.	<input type="checkbox"/>
Other:	<input type="checkbox"/>
Explanation:	

Section 4.11 Cloud Environment

The infrastructure of this system is hosted in a cloud environment:		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Cloud Model (Help):	<input type="checkbox"/> Software as a Service (SaaS)	<input type="checkbox"/> Platform as a Service (PaaS)	<input type="checkbox"/> Infrastructure as a Service (IaaS)
Cloud Vendor used:	<input type="checkbox"/> Windows Azure	<input type="checkbox"/> Amazon Web Services	<input type="checkbox"/> Other, specify:
IP Restrictions:	<input type="checkbox"/> None	<input type="checkbox"/> Internal Network	<input type="checkbox"/> Other, specify:
Select services that apply:	Web Apps <input type="checkbox"/>	SQL Services <input type="checkbox"/>	Storage <input type="checkbox"/> Virtual Machines <input type="checkbox"/>
Utilizes:	Azure Key Vault <input type="checkbox"/>	Single Sign-On <input type="checkbox"/>	
	Transparent Data Encryption (Azure SQL Service Only) <input type="checkbox"/>	Azure Disk Encryption <input type="checkbox"/>	
	Azure Application Gateway <input type="checkbox"/> <i>(see document)</i>	App Service over HTTPS only <input type="checkbox"/>	
	Azure Access Control <input type="checkbox"/>	<input type="checkbox"/> Other, specify:	
Document steps taken according to " Azure Security Best Practices and Patterns ":			

Section 4.12 Securing Vendor Provided Systems

This system is hosted/managed by a vendor:	No <input type="checkbox"/>	Yes <input type="checkbox"/> <i>Complete below and 4.12 A-C</i>
All default passwords on vendor provided systems have been reset	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explanation:		

4.12(A) Incident Management Contacts. Any Security Incidents which involve FDOT data, equipment or systems must be reported to the Information Security Manager. For Hosted Solutions (those not hosted/managed by FDOT) provide below a contact name, email address and/or phone number for use by the Information Security Manager for reporting and information on security incidents.

Contact Name and Title:
Email Address:
Phone Number:

The vendor has been made aware that all security incidents must be reported to the FDOT Information Security Manager at 850-414-4011 or ISM@dot.state.fl.us . If another method of reporting is used, please describe: <i>When reporting via email, do not include sensitive or confidential information.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
---	-----------------------------	------------------------------

4.12(B) System Hardening Guidelines. The vendor, or other entity, provides system hardening guidelines.
**Please document in [Section 11 References](#) and upload copies to the Draft folder*

This system conforms to the guidelines that were provided by the vendor	Yes* <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Explanation:		

4.12(C) Certification or Attestation. List any certification or attestation for the system, if available.

FedRAMP Certified (search FedRAMP) <input type="checkbox"/>	SOC 2 Compliance <input type="checkbox"/>	ISO 27000 Standards <input type="checkbox"/>
Other:		<input type="checkbox"/>
Describe:		

Section 5 Data Risk Analysis

Identify the risks associated with this system and document how those risks will be mitigated. Answer the questions below and provide any additional details that are pertinent. In areas where this system does not follow FDOT standards ensure that you provide greater details.

Section 5.1 Database Information

This system utilizes database(s):		No <input type="checkbox"/>		Yes <input type="checkbox"/>	
<input type="checkbox"/> Oracle	<input type="checkbox"/> MSSQL	<input type="checkbox"/> DB2	<input type="checkbox"/> Azure SQL	<input type="checkbox"/> Other, specify database:	
<input type="checkbox"/> The database(s) will be managed by OIT		<input type="checkbox"/> The database(s) will be managed by non-OIT Managed by:			
If the data is stored in a cloud infrastructure, the provider has agreed not to house FDOT data offshore:		<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable	

Section 5.2 External User Data Entry

External user roles will be entering data the Department or its constituents have a dependency on:	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Explain the types of data external users will enter:		

Section 5.3 Specialized Reporting

Does this system utilize specialized reporting tools or process batch jobs outside of the primary application?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
List the tool(s) used and the types of data sent in the report(s) and/or batch job(s):		

Section 5.4 Data Encryption

This system encrypts data in transit	Yes <input type="checkbox"/>	No <input type="checkbox"/>
This system encrypts data at rest	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Methods used to protect the data's confidentiality:		

Section 5.5 Electronic Document Storage

This system requires the upload and attachment of electronic documents:		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Attachments are uploaded by:		<input type="checkbox"/> Internal Users (FDOT Staff/ Staff Aug)	<input type="checkbox"/> External Users (Consultants, Partners, Public)
This system uses the following for electronic document storage:			
<input type="checkbox"/>	Department's Enterprise Electronic Document Management System (EEDMS) - Describe the type of documents stored:		
<input type="checkbox"/>	Other – Describe the type of documents stored:		
This system requires the upload of documents that may contain confidential or sensitive information:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If No is checked above, are users notified that they should not upload documents with confidential or sensitive information?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section 5.6 Confidential or Sensitive Information and Personally Identifiable Information (PII)

This system contains information that is classified as confidential or sensitive according to the Florida Public Records Act, Section 119.071 , Florida Statutes, AND / OR This system contains information that is classified as personally identifiable information (PII) according to Security of Confidential Personal Information, Section 501.171, Florida Statutes. (Help)		No <input type="checkbox"/>	Yes <input type="checkbox"/> Complete below					
List Business Data Elements and Indicate Category: <i>(explain below how data will be secured)</i>			Business Data Element Available To:			**Business Data Element Included in External Transmission: <i>(explain below)</i>		
Business Data Element Name	Conf./ Sensitive	PII	Internal Users	External Users	*Unauth. Users <i>(explain below)</i>	Batch Jobs	Reports	Email or FTP
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explain the method(s) used to secure each type of confidential/sensitive information and/or PII inside the system:								
*If any confidential/sensitive information or PII in the system is available to unauthenticated users (users without a system account), please explain:								
**Describe method(s) to protect data exposed through batch jobs, reports intended for extract or printing, and/or electronic means such as email or FTP:								

Section 5.7 Credit Card Processing

This system will process credit card information	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does this system allow FDOT Staff/System Users to input credit card information on behalf of someone else? If Yes, Which System Role allows this?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does this system allow FDOT Staff/System Users to view credit card information submitted by someone else? If Yes, what information is viewable? Viewable Information: If Yes, which System Role allows this?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
A Desk Procedure must be established to document how credit card information must be handled and protected. Include the Desk Procedure as an appendix to this plan.	Required	
Who is your Credit Card Processing Vendor?		
Reminder: Credit Card Processing Surveys are required annually by the Florida CFO. Surveys are sent directly to the System Owners for systems that process credit card transactions. These must be completed and returned.		

Section 6 Critical Resources

State whether or not the system is considered a critical resource by the system's Functional Coordinator. Explain the system criticality status, requests, events, logs, and transactional history. Also, explain the backup and recovery procedures, and the records retention requirements.

Section 6.1 System Criticality Status

NOTE: Critical resources are those systems determined by the Department to be essential to the Department's mission and functions, and the loss of which would have an unacceptable impact. In determining if a system meets the definition of an essential system, several factors are considered such as:

- a) If there is a legal mandate to provide/manage this information or service
- b) If the information contained in the system is critical to the function of FDOT
- c) Whether the Department is able to fulfill its mission and functions without this information or service

This system requires essential personnel to be on call in emergency situations

No

Yes

Describe:

Section 6.2 Events, Logs, and/or Transaction History

Does this system have business unit requirements (policy, statute, functional, etc.) for audit logs, event logs or transaction history?

No

Yes

Explain the requirement and how it is met:

Section 6.3 Backup and Recovery

This system's equipment resides at the following:

FDS Datacenter

District Datacenter (CO, D1-D7, SMO)

Azure

Other. Specify location:

Documented backup and recovery processes at the above location(s) are followed for this system's equipment:

Yes

No

Explanation:

Section 6.4 Record Retention

This system includes records that must be retained according to the State of Florida General Records Schedule GS1 or FDOT Specific Records Schedule		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Schedule Item Name and Number	Minimum Retention Period	System Meets Requirement?	System Exceeds Requirement?
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Section 7 Federal Information Processing Standards 199 Potential Impact Categorization

The Federal Information Process Standards (FIPS), Publication 199 is the standard that determines the risk category of a system. FIPS 199 categorizes the risk of a system according to three measures: Confidentiality, Integrity and Availability. Within these three measures, a rating of Low, Medium or High is determined. The steps include:

1. Identifying the Information Types in the system.
2. Determine the potential impact of Confidentiality on all Information Types in the system.
3. Determine the potential impact of Integrity on all Information Types in the system.
4. Determine the potential impact of Availability on all Information Types in the system.
5. Identify the overall System category based on the information in steps 2-4.

Section 7.1 Identifying Information Types

Read the February 2004 [Federal Information Processing Standards \(FIPS\) Publication](#) and identify the potential impact for each FIPS security objective for this system and the data it will contain. Consider the impact to FDOT and the impact to any possible external users and stakeholders when determining the impact for each security objective (Confidentiality, Integrity, and Availability).

An Information Type is a specific category of information (e.g., privacy, medical, proprietary, financial, investigative, contractor sensitive, security management) defined by an organization or, in some instances, by a specific law, Executive Order, directive, policy, or regulation. For example, a vehicle rental system could have information types such as **Vehicle Specifications, Customer Information, and Inventory Data**. It is understood that users could potentially enter information that is not expected. The Information Types listed here are the Information Types that **are expected** to be entered into the system by design and/or intent.

Identify all the Information Types in the system and place them in Table 1. List those information types in Tables 2, 3 and 4 to determine the overall rating for Confidentiality, Integrity and Availability. Use this information to determine the Potential Impact Summary (Table 5). Instructions and a sample of the completed tables can be referenced in the [TTO Security Plan Instructions document](#).

Table 1: System Information Types

DEA Information Types	
Information Type	Description

Section 7.2 Confidentiality Potential Impact

List each Information Type in Table 1 in Table 2 and determine the Potential Impact regarding Confidentiality.

Table 2: Confidentiality Potential Impact Table

POTENTIAL IMPACT – Confidentiality			
Confidentiality - Preserving authorized restrictions on information access and disclosure, including means for protecting personal privacy and proprietary information. [44 U.S.C., SEC. 3542]			
Information Type	The unauthorized disclosure of information could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals. LOW	The unauthorized disclosure of information could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals. MODERATE	The unauthorized disclosure of information could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals. HIGH
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Confidentiality <i>Select the highest level chosen in this table.</i>	Low <input type="checkbox"/>	Moderate <input type="checkbox"/>	High <input type="checkbox"/>

Section 7.3 Integrity Potential Impact

List each Information type in Table 1 in Table 3 and determine the Potential Impact regarding Integrity.

Table 3: Integrity Potential Impact Table

POTENTIAL IMPACT – Integrity			
Integrity - Guarding against improper information modification or destruction, and includes ensuring information non-repudiation and authenticity. [44 U.S.C., SEC. 3542]			
	The unauthorized modification or destruction of information could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals.	The unauthorized modification or destruction of information could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals.	The unauthorized modification or destruction of information could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals.
Information Type	LOW	MODERATE	HIGH
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Integrity <i>Select the highest level chosen in this table.</i>	Low <input type="checkbox"/>	Moderate <input type="checkbox"/>	High <input type="checkbox"/>

Section 7.4 Availability Potential Impact

List each Information type in Table 1 in Table 4 and determine the Potential Impact regarding Availability.

Table 4: Availability Potential Impact Table

POTENTIAL IMPACT - Availability			
Availability - Ensuring timely and reliable access to and use of information. [44 U.S.C., SEC. 3542]			
Information Type	The disruption of access to or use of information or an information system could be expected to have a limited adverse effect on organizational operations, organizational assets, or individuals. LOW	The disruption of access to or use of information or an information system could be expected to have a serious adverse effect on organizational operations, organizational assets, or individuals. MODERATE	The disruption of access to or use of information or an information system could be expected to have a severe or catastrophic adverse effect on organizational operations, organizational assets, or individuals. HIGH
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Availability <i>Select the highest level chosen in this table</i>	Low <input type="checkbox"/>	Moderate <input type="checkbox"/>	High <input type="checkbox"/>

Section 7.5 Potential Impact Table

The potential impact for the entire system is based on the highest value (high-water mark) represented in the Confidentiality, Integrity and Availability Tables above. Use the highest ranked value from the information types identified.

Table 5: System Potential Impact Table

POTENTIAL IMPACT SUMMARY		
Low <input type="checkbox"/>	Moderate <input type="checkbox"/>	High <input type="checkbox"/>

Section 8 Roles and Responsibilities

Identify the system roles involved in maintaining the integrity and security of the system, and identify the individuals who will fulfill the responsibilities of those roles.

NOTE: If your system does not use ISA, that section should be marked Not Applicable.

This section identifies the positions within the Department responsible for the security of the system. The policies and procedures for the system security are formulated and directed by these positions.

Section 8.1 System Owner

The System Owner is the manager responsible for the business function the system supports.

The System Owner for this system is: **System Owner— Office**

The System Owner's responsibilities include:

1. Designating an individual to serve as the System Security Coordinator
2. Designating an individual to serve as the Functional Coordinator
3. Ensuring the system is developed to comply with the FDOT policies, procedures, and other statutory requirements which apply to the business function(s) covered by the system
4. Ensuring the Project Team is made aware of business requirements which may impact the security specifications of the system. This includes information about data risk ([Section 5](#)) and data classification ([Section 7](#))
5. Annual recertification of all user access and permission levels (this task can be delegated no lower than the System Security Coordinator)
6. Reporting any security incidents immediately to Information Security. Security incidents include, but are not limited to, unauthorized access to the system, confidential data exposure, personally identifiable information (PII) exposure, and misuse of the application or its data.

Section 8.2 System Security Coordinator

The System Security Coordinator is a representative from the functional business area charged with monitoring and implementing security controls for the system.

The System Security Coordinator for this system is: **System Security Coordinator — Office**

The System Security Coordinator's responsibilities include:

1. Verifying that all system users possess a valid FDOT user ID
2. Managing user access to the system by approving the addition and removal of user system access in AARF as listed in [Section 3.1 System Roles and System Access Requests](#)
3. Grants the appropriate access to the system by assigning users to a group for the system's user roles listed in [Section 3.1 System Roles and System Access Requests](#)
4. Reviewing the system's Security Plan and attending security training sessions to stay informed of changes in security policies and procedures

5. Performing periodic audits of the authorized system users to ensure that only authorized personnel have access to the system and that each person has the appropriate authority for their function
6. Reporting any security incidents immediately to Information Security. Security incidents include, but are not limited to, unauthorized access to the system, confidential data exposure, personally identifiable information (PII) exposure, and misuse of the application or its data.

Section 8.3 Functional Coordinator (FC)

The Functional Coordinator serves as a liaison between the Office of Information Technology and the functional office.

The Functional Coordinator for this system is: **Functional Coordinator — Office**

The Functional Coordinator's responsibilities include:

1. Coordinating with the appropriate functional staff to clarify requests
2. Ensuring the Project Team is aware of the FDOT policies, procedures and other statutory requirements which apply to the business function(s) covered by the system
3. Establishing priorities when multiple requests exist
4. Coordinating timely and complete functional acceptance testing
5. Providing approval to progress any work from on phase to another, including final approval to move application modifications to the production environment.
6. Reporting any security incidents immediately to Information Security. Security incidents include, but are not limited to, unauthorized access to the system, confidential data exposure, personally identifiable information (PII) exposure, and misuse of the application or its data.

Section 8.4 Enterprise Data Steward

The Enterprise Data Steward (EDS) is a Data Steward who is responsible for managing the Data Steward Working Group for their assigned functional area. Data Stewards are business-focused individuals from both the District and Central Offices who serve as the business function experts for their functional area data. Enterprise Data Stewards work closely with the Data Stewards within their functional area to establish appropriate data governance policies, processes, and procedures.

Review the list of [Enterprise Data Stewards](#) or email the list FDOT-EDS Leadership for assistance in identifying the Enterprise Data Steward.

The Enterprise Data Steward for this system is: **Name – Office**

The Enterprise Data Steward's responsibilities include:

1. Lead the Data Steward Working Group
2. Ensures Data Governance Compliance
3. Works with Data Stewards and Custodians

Section 8.5 ISA System Administrator

The ISA System Administrator is responsible for assisting their system users with ISA-related issues.

The ISA System Administrator for this system is: **Name** — Office (mark this item N/A if the system does not use ISA.)

The ISA System Administrator's responsibilities include:

1. Maintaining ISA user access to the system by activating or inactivating ISA users as necessary
2. Granting the appropriate access to the system by placing them in a group for the system's user roles
3. Supporting the system's ISA users with login-related issues
4. Resetting ISA passwords for external users
5. Reporting any security incidents immediately to Information Security. Security incidents include, but are not limited to, unauthorized access to the system, confidential data exposure, personally identifiable information (PII) exposure, and misuse of the application or its data.

Section 9 FDOT Policies and Procedures

*The FDOT Policies and Procedures listed below are applicable to all systems. **Add any additional policies and procedures not listed below that are applicable to your system.***

Florida Department of Transportation Policies, Procedures and Governing Statutes

The Department's policies and procedures relating to access of computers and data are governed by statutes, codes and procedures. The policies and procedures identified are included in their entirety by reference and are only repeated selectively.

- [Chapter 119, Florida Statutes: Public Records Law](#)
- [Chapter 282, Florida Statutes: Communications and Data Processing](#)
- [Chapter 815, Florida Statutes: Computer Related Crimes](#)
- [Transportation Technology Manual](#), Chapter 2, *Access to the Department's Transportation Technology Resources*, effective July 1, 2019
- [Transportation Technology Manual](#), Chapter 5, *Electronic Security for Public Records Exemptions*, effective July 1, 2020
- [Procedure 325-060-020 Security and Use of Information Technology Resources](#)
- [Florida Administrative Code 60GG-1: Project Management and Oversight](#)
- [Florida Administrative Code 60GG-2: Florida Cybersecurity Standards \(FCS\)](#)
- [Florida Administrative Code 60GG-5: Identity Management](#)

Section 10 Document Revision History

Identify revisions to the document starting with initial creation. This section should be updated when an approval is required (i.e., initial creation, change request, new mandated change, etc.).

Version	Date	Name	Description
Version 1.0	Month Day, 20xx	Jim Bob	Initial creation

Section 11 References

Identify any other documents referenced in this Security Plan and provide links if they are available. This can include documents such as user manuals and functional specifications.

Document No.	Document Title	Date	Author

Section 12 Vulnerability Assessment

Information Security will conduct a vulnerability scan on the system and then analyze the results and provide any recommendations. Allow 5-7 business days for the scan, analysis, and recommendations to be complete.

NOTE: This section will be completed by the Information Security team after the Security Plan is submitted.

<input type="checkbox"/>	The resources are located in Azure.			
<input type="checkbox"/>	The resources are located in a different cloud service. Vulnerability management is handled by the company providing the service.			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Vulnerability scans performed are listed below:			
Date Scanned	Host Name or IP Address	Scanning Tool Used	Person or Team performing scan	Summary of Scan Results

Section 13 Appendices

Include any relevant appendices.

Appendix A: Definitions and Standards

[OIT Definitions Site](#)

[ROADS Enterprise Business Glossary](#)

Application Programming Interface (API)

A set of routines, protocols, and tools for building software applications.

Automated Access Request Form (AARF)

AARF is FDOT's system to request access to applications and systems statewide. AARF is used to request the creation of Active Directory and RACF accounts, and to request access to individual systems. AARF presents a list of Access Items that can be requested. Some systems have multiple access items to represent the varying levels of access (referred to as roles or entitlements) that can be granted. Access requests must be approved by appropriate staff before system access is granted. The AARF system notifies the teams that can grant access once approval is received. The Transportation Technology Manual ([Chapter 2, Section 2.2.1](#)) requires that all system access is requested through AARF ([Instructions for including your system in AARF](#)).

Certified Digital Certificates and Electronic Signatures

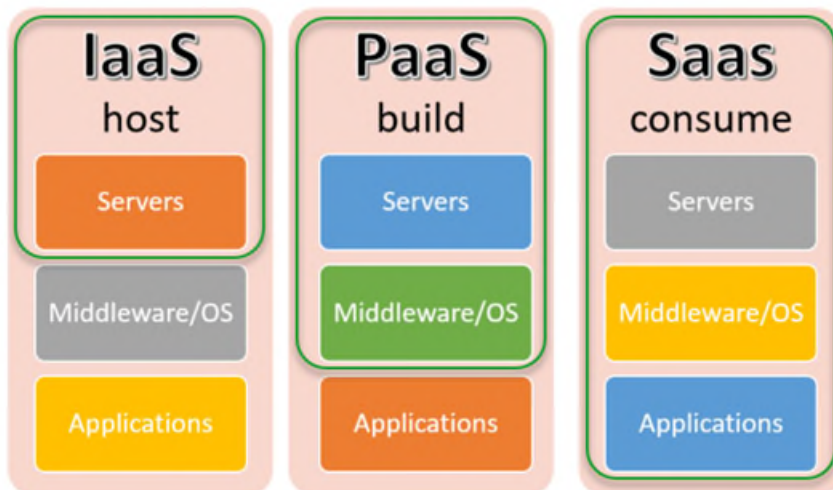
- A certified digital certificate “means a computer-based record which: identifies the certificate authority, identifies the subscriber, contains the subscriber’s public key, [and] is digitally signed by the certification authority,” section 668.003(1)(a)-(d), F.S.
- An electronic signature “means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record,” section 668.50(2)(h), F.S.

Please see Chapter 21 of the [Transportation Technology Manual](#) for FDOT's minimum requirements and standards for acquiring, managing, and using digital certificates.

Cloud Model

Describes the type of cloud service ([Section 4.11 Cloud Environment](#)).

- Software as a Service (SaaS) – Software made available by a third-party provider that hosts the application and makes it available to customers over the Internet; these are often called Web Services. Microsoft Office 365 is a SaaS offering for productivity software and email services.
- Platform as a Service (PaaS) – Hosted development tools provided on the infrastructure of a third-party provider. Users access these tools over the Internet using APIs, Web portals or gateway software. Examples of PaaS providers include Salesforce.com, Windows Azure and Google App Engine.
- Infrastructure as a Service (IaaS) – Hosted form of cloud computing that provides virtualized computing resources over the Internet.



Custom Off the Shelf (COTS)

Software or hardware products that are ready made and available for purchase by the general public.

Data Steward

Data Stewards are business-focused individuals from both the District and Central Offices who serve as the business function experts for their functional area data. Enterprise Data Stewards work closely with the Data Stewards within their functional area to establish appropriate data governance policies, processes, and procedures.

Database

An organized collection of data including tables, schemas, views, reports, and other objects.

Encryption

The reversible process of transforming readable text into unreadable text (cipher text).

Enterprise Data Steward

The Enterprise Data Steward (EDS) is a Data Steward who is responsible for managing the Data Steward Working Group for their assigned functional area.

External Users

System users such as external consultants, business partners, and the public that have been assigned accounts to access FDOT resources. ISA accounts and Azure B2C accounts are examples of external user accounts.

FDOT Developed System

Custom-developed by FDOT staff or staff under contract by FDOT.

FDOT's Password Requirements

1. Must be a minimum of 8 characters in length
2. Must be different from the last 24 passwords used
3. Must contain at least one character from three of the following four categories
 - a. Uppercase English characters (A-Z)

- b. Lowercase English characters (a-z)
 - c. Numbers (0-9)
 - d. Non-alphanumeric special characters of: ~ ! @ # \$ % ^ & * _ - + = ` | \ () { } [] ; : " ' < > , . ? /
4. Must not contain the User Account (User ID) or parts of the User's Full Name (First & Last Name) that exceed two consecutive characters
5. Must be changed every 65 days

Note: RACF passwords are an exception to the FDOT Password Requirements and this question can be answered "yes" in Section 3.4.

FDOT's Web Browser Standards (updated 5/5/2017)

- 1. Microsoft Internet Explorer
- 2. Microsoft Edge
- 3. Google Chrome

Florida Digital Service (FDS)

Florida Digital Service – a division of the Florida Department of Management Services, which replaced the Division of State Technology (DST) effective July 1, 2020.

Functional Coordinator (FC)

Also known as Functional Application Coordinator (FAC). A dedicated resource from the functional office assigned to serve as liaison between the Office of Information Technology and the functional office. The Functional Coordinator may act as an agent for the application owner and is responsible and accountable for: (1) coordinating with the appropriate functional staff to clarify requests, (2) establishing priorities when multiple requests exist, (3) coordinating the timely and complete functional acceptance testing, and (4) providing approvals to progress any work from one phase to another, including final approval to move application modifications to the production environment. In cases where there are three or more closely related, interdependent applications that process together as a suite, A FC must be appointed to act as the overall coordinator for the applications within the suite. The suite FC is responsible for coordinating and communicating with the individual FCs and the Application Services Bureau on issues that affect the overall suite of applications. This includes coordination and prioritization of service requests among the functional application coordinators within the suite, production support, suite-wide maintenance releases, user notification, and system integration testing coordination.

Generic Account

An approved account used for such purposes as a training room and testing computer applications that have restricted access controls in place to prevent unauthorized use.

High Availability

Refers to a system or component that is continuously operational for a desirably long length of time. Availability can be measured relative to "100% operational" or "never failing."

Information Type

A specific category of information (e.g., privacy, medical, proprietary, financial, investigative, contractor sensitive, security management) defined by an organization or, in some instances, by a specific law, Executive Order, directive, policy, or regulation.

Internal Users

System users who are FDOT staff, including staff augmentation and internal consultants.

Multi-Factor Authentication

The requirement to provide at least two methods of authentication from the following categories: knowledge (something they know, ex. password), possession (something they have, ex. debit card), inherence (something they are, ex. biometrics).

Network Port

An endpoint of communication in an operating system. A logical construct that identifies a specific process or a type of service.

Personally Identifiable Information (PII) (501.171, F.S.)

- (g)1. "Personal information" means either of the following:
- a. An individual's first name or first initial and last name in combination with any one or more of the following data elements for that individual:
 - (I) A social security number;
 - (II) A driver license or identification card number, passport number, military identification number, or other similar number issued on a government document used to verify identity;
 - (III) A financial account number or credit or debit card number, in combination with any required security code, access code, or password that is necessary to permit access to an individual's financial account;
 - (IV) Any information regarding an individual's medical history, mental or physical condition, or medical treatment or diagnosis by a health care professional; or
 - (V) An individual's health insurance policy number or subscriber identification number and any unique identifier used by a health insurer to identify the individual.
 - b. A user name or e-mail address, in combination with a password or security question and answer that would permit access to an online account.
2. The term does not include information about an individual that has been made publicly available by a federal, state, or local governmental entity. The term also does not include information that is encrypted, secured, or modified by any other method or technology that removes elements that personally identify an individual or that otherwise renders the information unusable.

Project Manager

A Department employee who ensures that project scope, cost, and schedule are maintained in accordance with the baselines established in the Project Management Plan. The Project Manager is responsible to lead the project team by planning, assigning, and overseeing the deliverables of the project towards achieving the project's objectives.

Production

The Production environment is used for production work only. The System Administrators grant access to this environment for update and create authority. Developers do not have access to production or production data.

Production Migration Procedures

Upon approval by the System Owner or Functional Coordinator, the Project Manager submits an email to their Program Manager identifying the application components being requested to move to Production. The Program Manager reviews and approves the production move and emails the appropriate support group. If there are any database issues, an Electronic Florida DOT Database Administration Form is submitted by the Program Manager to the DBA group for processing.

Service Account

An account used by a computer process and not by a human (e.g., an account used by the backup process for file access). Normally service accounts may not log on to a system.

System (Application)

A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Information resources include components such as database servers, web servers, application servers, custom-written applications, custom off the shelf (COTS) systems and hosted arrangements such as Software as a Service (SaaS). Information systems also include specialized systems such as industrial/process controls systems, telephone switching and private branch exchange (PBX) systems, and environmental control systems.

System Administrator

A person who manages the technical aspects of a system. Individual responsible for the installation and maintenance of an information system, providing effective information system utilization, adequate security parameters, and sound implementation of established Information Assurance policy and procedures.

System Hardening

Reducing the attack surface or surface of vulnerability by following a process or by configuring a system in a particular manner.

System Owner (Application Owner)

The business unit that requested the application be developed and/or purchased; the individual (usually a manager) from the business unit(s) for which an application is acquired who has responsibility and authority to make decisions related to the application, such as requirements, deliverable approvals, access, etc.

System Security Coordinator (Application Security Coordinator)

The role assigned to individuals that are responsible for monitoring and implementing security controls and ensuring compliance with procedures for applications or information technology environments. A Traditional Select Exempt Service (SES) or Senior Management Service (SMS) manager selects computer security coordinators.

System Test

The System Test environment is the second level testing environment. This is where the Users will perform their User Acceptance testing and is the staging environment for Production migrations. The system test environment is also used for production problem resolution and debugging. This environment and the production environment should be identical in terms of system versions and programs.

Thick Client Application (Fat Client Application, Rich Client Application)

An application that resides on a computing workstation that has most resources (Hard Drives, Memory, applications, etc.) installed locally.

Unit Test

The Unit Test environment is used to perform testing of new system releases, patches and programs. It is the first level testing environment where developers can perform integration testing to ensure that the application works correctly in FDOT's server environment and with the other enterprise systems it might be interacting with.

State of Florida

GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES



EFFECTIVE: August 2020

Rule 1B-24.003(1)(a), *Florida Administrative Code*

Florida Department of State
Division of Library and Information Services
Tallahassee, Florida

850.245.6750

recmgt@dos.myflorida.com

info.florida.gov/records-management

GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public-agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS9	State Attorneys
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices, and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's *Records Management* website at info.florida.gov/records-management.

TABLE OF CONTENTS

GENERAL INFORMATION AND INSTRUCTIONS.....	i
FOREWORD	i
TABLE OF CONTENTS.....	ii
I. STATUTORY AUTHORITY	iii
II. DETERMINING RETENTION REQUIREMENTS	iii
III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS	iv
IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS	vi
V. ARCHIVAL VALUE.....	vii
VI. ELECTRONIC RECORDS.....	viii
VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS	viii
VIII. REFORMATTING STANDARDS AND REQUIREMENTS.....	ix
IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS.....	ix
RECORDS RETENTION SCHEDULES	1
CROSS-REFERENCE.....	45
ALPHABETICAL LISTING	64
NUMERICAL LISTING.....	70
FUNCTIONAL CATEGORY LISTING.....	76

I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services, in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*.

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors, as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the “provided applicable audits have been released” language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency’s audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, or Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule establishes officially the *minimum* length of time that the record series must be retained. **This retention applies to the agency’s record (master) copy of the records - those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all

government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Forward for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in

cubic feet of paper records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current

record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

A. **State Agencies** - The State Archives of Florida identifies records having enduring historic, administrative or fiscal value that may be eligible for permanent preservation. If a record series description states, “**These records may have archival value**,” the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at recmgt@dos.myflorida.com. The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.

B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that “**These records may have archival value**” for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the-format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate, **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the

three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

RECORDS RETENTION SCHEDULES

ACCESS CONTROL RECORDS

Item #189

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. See also "VISITOR/ENTRY RECORDS."

RETENTION: 1 anniversary year after superseded or access rights terminated.

ADDRESS REQUEST RECORDS

Item #415

This record series consists of requests for addresses for properties that previously did not have an address assigned to them. The series includes an address request form providing such information as name of person making request, identifying information regarding the parcel and subdivision, and the type of address requested (residential, commercial, other). The series may also include supporting documentation such as copies of site maps and floor plans.

RETENTION: 5 fiscal years.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a commercial structure in a manner not in conformance with the building code.

RETENTION: Retain for life of structure OR 10 anniversary years after case closed, whichever is later.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a residential structure in a manner not in conformance with the building code.

RETENTION: 10 anniversary years after case closed.

ADMINISTRATIVE CONVENIENCE RECORDS

Item #2

This record series consists of **DUPLICATES** of public records maintained for the convenience of officials and employees in carrying out their duties. These records are **NOT** the official file or record (master) copy. **Do NOT use this item if records fall under a more appropriate retention schedule item.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATIVE SUPPORT RECORDS

Item #3

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.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

Item #122

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 "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "SUBJECT/REFERENCE FILES."

These records may have archival value.

RETENTION: 10 anniversary years; ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

ADVERTISEMENTS: LEGAL

Item #25

This record series consists of advertisements that have appeared in newspapers or other publications or public media as stipulated in Chapter 50, *Florida Statutes*, Legal and Official Advertisements, or that have appeared in the *Florida Administrative Register* or *Florida Administrative Weekly* as stipulated in Section 120.525(1), *Florida Statutes*, Meetings, hearings, and workshops. The advertisements concern matters pertaining to the agency as well as any other legal

advertisements which may directly or indirectly affect the agency, e.g., bid invitations for construction jobs, public hearings or notices, and public sales. A legal advertisement is frequently filed with the item to which it applies.

RETENTION: 5 fiscal years.

AFFIRMATIVE ACTION RECORDS

Item #82

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" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

RETENTION: 2 anniversary years provided litigation has been resolved.

ANIMAL CONTROL RECORDS

Item #234

This record series consists of animal adoption applications, registrations, licenses, violation notices, health department correspondence, tag receipts, rabies alerts, rabies vaccination certificates, sodium pentobarbital administration records, quarantine case files, euthanasia decrees, trap records, neglect or abuse cases that have not resulted in litigation, and patient medical records for a limited service veterinary medical practice clinic. Limited service veterinary medical practice clinic records may include: specific information on the identification of each animal and its owner, indication of the parasitic procedure, recommendations of the future immunizations and procedures, the medication administered, the dates and dosages of each medicine, the route and frequency of administration, and the tests performed and results received. Sodium pentobarbital administration records may include: the date of use, identification of the animal on which it was used, the amount administered, the signature of the person administering the drug, the signature of the on-site administrator certifying at least once a month the accuracy of the drug's use, and the signature of the on-site manager attesting to the accuracy of the records. These records are subject to audit by the Drug Enforcement Administration. The series includes records maintained by animal control agencies and shelters documenting the intake and disposition of animals. Please refer to Section 381.0031, *Florida Statutes* (Epidemiological research; report of diseases of public health significance to department), Section 823.15, *Florida Statutes* (Dogs and cats released from animal shelters or animal control agencies; sterilization requirement), Section 828.30, *Florida Statutes* (Rabies vaccination of dogs, cats, and ferrets), and Rule 61G18-15.0071, *Florida Administrative Code* (Limited Service Patient Records). Retention is pursuant to Rule 64B16-29.004, *Florida Administrative Code*, Animal Control Shelter Permits, Records.

RETENTION: 4 anniversary years.

ANNEXATION RECORDS

Item #247

This record series consists of a description and related documentation of both approved and disapproved annexations of property by local government that would change municipal boundaries or lines. The records may include, but are not limited to, correspondence, reports, maps, voluntary petitions, certifying statements and municipal service plans.

RETENTION: Permanent.

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS

Item #380

This record series consists of annual reports required of each county officer who receives any expenses or compensation in fees, commissions or other remuneration. The report contains an annual listing of all such fees, commissions or remuneration and shows in detail the purpose, character and amount of all official expenses and the unexpended budget balance. This report is pursuant to Section 218.36, *Florida Statutes*, County officers; record and report of fees and disposition of same. ***These records may have archival value.***

RETENTION: 5 fiscal years.

ANNUAL REPORTS: COUNTY GOVERNMENT

Item #246

This record series consists of the annual report of the county administrator to the board of county commissioners pursuant to Section 125.74(1)(b), *Florida Statutes*, which requires the administrator to "Report to the board on action taken pursuant to any directive or policy within the time set by the board and provide an annual report to the board on the state of the county, the work of the previous year, and any recommendations as to actions or programs the administrator deems necessary for the improvement of the county and the welfare of its residents." This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor General of the State of Florida. See also "ANNUAL REPORTS: GOVERNING BODY" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS." ***These records may have archival value.***

RETENTION: 10 fiscal years.

ANNUAL REPORTS: GOVERNING BODY

Item #245

This record series consists of the annual program, narrative, and statistical report issued by the highest level of authority within an agency. It is a comprehensive compilation of all annual reports submitted by departments, divisions, bureaus, program offices, and other subdivisions including boards, commissions, and dependent special districts. This is **NOT** the annual financial report required under Section 218.32, *Florida Statutes*, nor is it the annual financial audit report required under Section 218.39, *Florida Statutes*, and Chapters 10.558(3), 10.807(3), and 10.857(4) of the Rules of the Auditor

General of the State of Florida. See also "ANNUAL REPORTS: COUNTY GOVERNMENT," "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS."
These records may have archival value.

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

Item #216

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, commercial buildings, including government facilities. This retention applies to the record copy held by the local government permitting authority (often a building department) or filing office (such as the county clerk). Other governmental departments may hold duplicates for their reference use; for example, an agency that owns or rents a structure may hold copies for operational use (see REAL PROPERTY RECORDS: PROPERTY ACQUIRED). Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning or construction of an improvement to real property. NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN" and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever is later.

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

Item #204

This record series consists of preliminary graphic and engineering drawing records that depict conceptual as well as precise measured information for the planning and construction of facilities. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

Item #252

This record series consists of graphic and engineering records (blueprints, elevations, specification plans, as-builts, etc.) that depict conceptual as well as precise measured information for the planning and construction of, or additions to, residential buildings and single family residences. The record copy is held by the local government permitting authority (often a building department). Other governmental departments may hold duplicates for their reference use. Refer to Chapter 553, *Florida Statutes*, Building Construction Standards, and Section 95.11(3)(c), *Florida Statutes*, Statute of Limitations regarding design, planning, or construction of an improvement to real property. **NOTE:** This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

Item #332

This record series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued or upon verification that no work was performed under the permit. The retention is based on Florida Building Code 105.3.2, Time limitation of application: "An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated." See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," and "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL."

RETENTION: 180 days after last action.

ATTENDANCE AND LEAVE RECORDS

Item #116

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: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.**

RETENTION: 3 fiscal years.

ATTENDANCE RECORDS: COMMUNITY SERVICE

Item #249

This record series consists of, but is not limited to, time sheets, time cards, and sign-in logs for community service workers performing work in accordance with a court order or as part of a school or other community service program. These individuals do not receive any financial remuneration or retirement benefits for community service hours worked. Court-ordered community service workers must document their employment for the court or be subject to jail time, fine, or forfeiture.

RETENTION: 1 calendar year after last date of service.

AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS

Item #393

This record series consists of system generated audit trails tracking events relating to records in critical information systems including, but not limited to, systems containing patient records, law enforcement records, public health and safety records, clinical trial records, voter and election records, and financial transaction records. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION: Retain each audit trail entry as long as the record to which the entry relates.

AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS

Item #394

This record series consists of system-generated audit trails tracking events relating to records in information systems used for routine agency administrative activities. Audit trails link to specific records in a system and track such information as the user, date and time of event, and type of event (data added, modified, deleted, etc.). Since audit trails may play an integral part in prosecution, disciplinary actions, or audits or other reviews, agencies are responsible for ensuring that internal management policies are in place for retaining audit trails as long as necessary for these purposes.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

AUDITS: AUDITOR GENERAL

Item #8

This record series consists of reports issued by the Auditor General to establish the position of the audited agencies against their performance standards. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules. See also "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION: 10 fiscal years after audit report release date. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

AUDITS: INDEPENDENT

Item #56

This record series consists of reports, including any appropriate financial statements, issued by an independent 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. These records are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules, and/or Section 215.97, *Florida Statutes*, Florida Single Audit Act. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INTERNAL," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 10 fiscal years after audit report release date.

AUDITS: INTERNAL

Item #73

This record series consists of reports issued by an internal 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 internal audits for state agencies are created pursuant to Section 11.45, *Florida Statutes*, Definitions; duties; authorities; reports; rules and/or Section 20.055, *Florida Statutes*, Agency inspector generals. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: STATE/FEDERAL," and "AUDITS: SUPPORTING DOCUMENTS."

RETENTION: 5 fiscal years after audit report release date.

AUDITS: STATE/FEDERAL

Item #83

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: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

RETENTION: 10 fiscal years after audit report release date. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

AUDITS: SUPPORTING DOCUMENTS

Item #57

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. See also "AUDITS: AUDITOR GENERAL," "AUDITS: INDEPENDENT," "AUDITS: INTERNAL," and "AUDITS: STATE/FEDERAL."

RETENTION: 5 fiscal years after audit report release date.

AUTOMATED ACCOUNTING SYSTEM REPORTS

Item #50

This record series consists of reports generated by an agency's automated accounting system, such as SAMAS (State Automated Management Accounting System), FLAIR (Florida Accounting & Information Resource), Aspire, or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency. See also "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY" and "FINANCIAL HISTORY SUMMARY RECORDS."

RETENTION: 3 fiscal years.

BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS

Item #416

This record series documents the testing of residential and commercial backflow assemblies. The Backflow and Cross Connection Control Program (established pursuant to Rule 62-555.360, *Florida Administrative Code*, Cross-Connection Control for Public Water Systems) prevents the backflow of contaminants into the potable water supply. The series includes, but is not limited to, backflow prevention device inspection forms, backflow assembly test/certification forms, reclaimed water surveys and cross connection control inspection forms. Information regarding the number of inspections completed is generated from these forms and submitted as an annual report to the Florida Department of Health.

Retention is pursuant to Rule 62-550.720(3), *Florida Administrative Code*, Recordkeeping.

RETENTION: 10 anniversary years.

BACKUPS: ELECTRONIC/DIGITAL RECORDS

There is no retention schedule for backup tapes, disks, drives, servers or other forms of electronic/digital data backup. A backup should be just that, a data/records backup kept solely for disaster recovery/business continuity but **not intended to serve as the record copy or as a records retention tool**. In the case of disaster, the backup would be used to recover system operability and/or restore lost records; otherwise, agency records that have not met their retention should **not** be disposed of on the basis of the existence of a backup. If for any reason (for instance, a disaster erases emails on your server) the only existing copy of an item that has not met its retention period is on a backup tape or drive, the custodial agency of that record must ensure that the record on the backup is maintained for the appropriate retention period. A backup containing record copies/only existing copies of items that have not passed their retention would have to be retained for the length of the longest unmet retention period. Preferably, the records should be restored to the agency's systems from the backup to ensure that the backup is not used as a records retention tool.

BALLOTS

Item #397

This record series consists of ballots and related records for elections conducted to determine issues **not governed by Florida election laws**. This may include votes on issues addressed by municipal pension board members, advisory councils and committees; election of a chair by board members; election of members of a pension board by employees; and other similar instances. The series may include, but is not limited to: nomination forms, ballots, envelopes, vote tally sheets, and related unused forms. **NOTE:** For ballots and vote sheets for votes that are required to be taken in public by public officers at public meetings as defined in Section 286.011, *Florida Statutes*, use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS). **NOTE:** For ballots and other records relating to elections governed by Florida election laws, use **General Records Schedule GS3 for Election Records**.

RETENTION: 30 days after vote count or cancellation of election.

BARGAINING RECORDS

Item #87

This record series consists of contracts and supporting documentation related to contracts or agreements between public agencies and labor organizations or employee unions.

RETENTION: 5 fiscal years after expiration or cancellation of contract.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

Item #70

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."

RETENTION: Retain as long as related CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY file.

BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

Item #71

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."

RETENTION: 5 fiscal years after awarded or bid project canceled.

BID RECORDS: NON-CAPITAL IMPROVEMENT

Item #72

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 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."

RETENTION: 5 fiscal years after awarded or bid project canceled.

BOND FINANCING ADMINISTRATIVE RECORDS

Item #417

This record series documents administrative and management activities relating to the financing of local government projects through bonded indebtedness. The series may include, but is not limited to, preliminary studies; legal opinions; proposals and prospectuses; authorizations and certificates for issuance; cancellation and exchange records; retired bonds and bond interest coupons that have been redeemed, including such information as identifying date, number of each bond and quality and value of bond by maturity; registers recording the redemption of bond coupons, including such information as upon what authority bonds and bond interest coupons were issued, details of bondholders, balances, identifying dates, number of each bond, interest paid and maturation dates; and other related correspondence and documentation. See also "BOND RESOLUTIONS/ORDINANCES." *These records may have archival value.*

RETENTION: 5 fiscal years after final payment or closeout activity, whichever is later. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

BOND RESOLUTIONS/ORDINANCES

Item #191

This record series consists of resolutions or ordinances to issue bonds to finance undertaking of any capital or other projects for the purposes permitted by the State Constitution. The series may include, but is not limited to, legal agreements, reports of principal, interest, paying agents, and reports. See Section 166.111, *Florida Statutes*, Municipalities, Authority to borrow. See also "BOND FINANCING ADMINISTRATIVE RECORDS." *These records may have archival value.*

RETENTION: Permanent.

BONUS/AWARD RECORDS: EMPLOYEES

Item #333

This record series documents bonuses or other awards given to employees based on performance or other criteria. The series may include, but is not limited to, nominations, evaluations and selection records for peer review bonuses or other awards.

RETENTION: 5 fiscal years.

BUDGET RECORDS: APPROVED ANNUAL BUDGET

Item #58

This record series consists of the agency's approved annual budget and its amendments. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget. See also "BUDGET RECORDS: SUPPORTING DOCUMENTS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

BUDGET RECORDS: SUPPORTING DOCUMENTS

Item #88

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. See also "BUDGET RECORDS: APPROVED ANNUAL BUDGET."

RETENTION: 3 fiscal years from the budget year the records pertain to.

BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

Item #169

This record series consists of case files documenting companies that have applied to the agency for certification as a certified business enterprise. The series includes files documenting application for certification 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, as well as certification of veteran business enterprises in accordance with Section 295.187, *Florida Statutes*, Florida Veteran Business Enterprise Opportunity Act. The series may include, but is not limited to, application for certification; documentation verifying ownership and control of the business by an eligible party; 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."

RETENTION: 3 fiscal years after expiration of certification, revocation, denial or withdrawal.

BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

Item #221

This record series documents the method by which a local governing authority grants the privilege of engaging in or managing any business, profession or occupation within its jurisdiction pursuant to Chapter 205, *Florida Statutes*, Local Business Taxes. Per Chapter 205, this does not include records of any fees paid to any board, commission or officer for permits, registrations, examinations or inspections. The series includes applications, renewal cards, business tax receipts and supporting documentation. **This series does not cover records relating to the issuance of business or occupational licenses by state agencies.** For records documenting financial transactions associated with this process, see "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)."

RETENTION: 1 calendar year after expiration, revocation, or denial of business tax receipt.

CABINET AFFAIRS FILES

Item #11

This record series consists of the Cabinet agendas, minutes, backup materials, and other information received from any office on all subject matters relating to a Cabinet agenda item or a potential agenda item. The State of Florida's record copy is held by the Executive Office of the Governor until transferred to the State Archives of Florida. See also "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

RETENTION:

a) Record copy (Governor's Office). **Permanent. Contact the State Archives of Florida for transfer to Archives after 5 years.**

b) Duplicates (Agency copies). Retain until obsolete, superseded, or administrative value is lost.

CALENDARS

Item #89

This record series consists of calendars, appointment books, planners or other records showing official daily appointments and meetings. The series might also include lists of "prioritized daily tasks," background materials, issues for discussion, and speaking points or remarks. This series does NOT include the record copy of speeches, which are covered by "PUBLIC INFORMATION FILES."

RETENTION: 1 anniversary year.

CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS

Item #235

This record series documents each burial or cremation, showing the name of the deceased, date of burial or disposal of cremains, and the lot, plot, and space in which the burial was made or the location at which the cremains were disposed. These records relate to government lands and operations, not to private cemeteries. **These records may have archival value.**

RETENTION: Permanent.

CERTIFICATE OF OCCUPANCY: COMMERCIAL

Item #255

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a commercial structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards,

and Section 95.11(3)(c), Statute of Limitations regarding design, planning or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: RESIDENTIAL."

RETENTION: Retain for life of structure OR 10 anniversary years after issuance of certificate of occupancy or termination of contract with professional engineer, registered architect, or licensed contractor, whichever occurs latest.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL

Item #256

This record series consists of a certificate issued by the local governing authority's jurisdiction for occupancy of a residential structure, new addition, or remodeling. This certificate identifies the structure as meeting or exceeding the local building codes and constitutes final approval for habitation. The series may also include the certificate of inspection initiated by the building department/office and used by the fire inspector when inspecting a building to determine if the type of occupancy is suitable for the intended use. Refer to *Florida Statutes*, Chapter 553, Building Construction Standards, and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "CERTIFICATE OF OCCUPANCY: COMMERCIAL."

RETENTION: 10 anniversary years after issuance of certificate of occupancy.

CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

Item #207

This record series consists of foundation documents establishing an organization and its mission, functions, duties and responsibilities, and organizational structure. See also "ORDINANCES," "PROCLAMATIONS," and "RESOLUTIONS."

These records may have archival value.

RETENTION: Permanent.

CHILD CARE RECORDS

Item #257

This record series consists of information on the children enrolled in a child care facility, including, but not limited to, information and forms required by law such as the child's legal name, birth date, and preferred nicknames; parents' names, addresses, and telephone numbers; names of persons allowed to remove child from the facility; physical identification; emergency information; physician information; facility brochure statements; disciplinary procedure statements; procedures for a handicapped child as applicable; enrollment forms; immunization record exemption forms; and health forms. Refer to Section 1003.22, *Florida Statutes*, School-entry health examinations; immunization against communicable diseases; and Section 1003.23, *Florida Statutes*, Attendance records and reports.

RETENTION: 5 calendar years after termination of enrollment.

CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES

Item #418

This record series consists of reports submitted by citizen support organizations and direct support organizations pursuant to Section 20.058, *Florida Statutes*, Citizen support and direct-support organizations. The series documents such information as the organization's name, mailing address, telephone number and website address; the statutory authority or executive order pursuant to which the organization was created; a brief description of the organization's mission and results of its efforts; a brief description of the future plans of the organization; a copy of the organization's code of ethics; and copy of the organization's most recent federal Internal Revenue Service Return of Organization Exempt from Income Tax form.

RETENTION: 5 fiscal years from date of report.

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

Item #275

This record series consists of the client case files for citizens receiving assistance from a social services agency. The series may pertain to, but is not limited to, low cost energy assistance programs; emergency payments for electricity, medicine, medical care, food, or rent; and referrals to a doctor or social services organization. The series may also include claim documentation and copies of monthly, quarterly, and/or annual reports that are submitted by the local government agency to the Agency for Health Care Administration as provided by Sections 154.301-154.331, *Florida Statutes*, Health Care Responsibility For Indigents; and Chapter 59H-1, *Florida Administrative Code*, Florida Health Care Indigency Eligibility Certification Standards.

RETENTION: 5 fiscal years.

CLIENT CASE FILES: VETERAN SERVICES

Item #310

This record series consists of case files relating to veterans receiving various types of assistance. The series may include, but is not limited to, copies of the following documents: proof of military service; applications for various Veteran Administration (VA) benefits; marriage, death, divorce, and birth certificates; incoming and outgoing correspondence relating to the development and status of claims; change of address forms; and all other VA forms that are used in development of claims for VA benefits. The originals of all of these documents are forwarded to the Veterans Administration for processing. The series may also include a client case file index providing such information as name, social security number, employment data, other sources of income, death records, and additional notes on pending claims.

RETENTION: 5 fiscal years after case closed.

CODE VIOLATION RECORDS: CITATION ISSUED

Item #398

This record series documents code enforcement activities in response to code or ordinance violations in instances when citations were issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: HEARING CASE FILES

Item #236

This record series consists of case files documenting code violation hearings, whether held before the Code Enforcement Board, a Special Master or other applicable hearing body or official. The series may include, but is not limited to, affidavits, exhibits, letters, photographs, orders, and any supporting documentation and working papers relating to the case. Refer to Chapter 162, *Florida Statutes*, County or Municipal Code Enforcement. This series also includes records of hearings of red light camera violation appeals heard by the Code Enforcement Board or Special Magistrate in accordance with Section 316.0083(1)(b)1. a., *Florida Statutes*, Mark Wandall Traffic Safety Program; administration; report. See also "CODE VIOLATION RECORDS" and "MINUTES: OFFICIAL MEETINGS."

RETENTION: 5 fiscal years after case is closed.

CODE VIOLATION RECORDS: NO CITATION ISSUED

Item #237

This record series documents code enforcement activities in response to code or ordinance violations in instances when no citation is issued. Records may include, but are not limited to, evidence of verbal or written warnings, photographs, on-site inspection notes, copies of the first and second violation notices, and orders to appear. If a citation is issued and the process continues to a Code Enforcement Board hearing or a Special Master proceeding, the records become part of the Code Enforcement Hearing Case Files. Refer to Chapter 162, *Florida Statutes*, County Or Municipal Code Enforcement. See also "CODE VIOLATION RECORDS: CITATION ISSUED" and "CODE VIOLATION RECORDS: HEARING CASE FILES."

RETENTION: 3 anniversary years after case is closed.

COMMITTEE/BOARD APPOINTMENT RECORDS

Item #334

This record series consists of records relating to the appointment of individuals to serve on committees, boards, advisory councils, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, letters of appointment, letters of acceptance, oaths of office, resignation letters, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS."

RETENTION: 3 fiscal years after term of office ends, appointee resigns, or committee/board is abolished, whichever is applicable.

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS

Item #379

This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, or other such groups. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."

RETENTION: 4 anniversary years after appointment and any litigation is resolved.

COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

Item #258

This record series consists of records documenting the receipt, inventory, and disbursement of U.S. Department of Agriculture supplemental foods, and the receipt and disbursement of administrative funds, including reports of racial and ethnic participation and complaints of improper disbursement or denial of services. Refer to 7CFR247.29, Commodity Supplemental Food Program – Reports and Recordkeeping, for federal recordkeeping, reporting, and retention requirements.

RETENTION: 5 fiscal years.

COMMUNICATIONS AUDIO RECORDINGS

Item #335

This record series consists of audio recordings of radio and telephone communications and complaint calls. The recordings may be made for a variety of purposes including, but not limited to, backup of activity reports, tracking and addressing complaints, quality assurance reviews of customer service calls, or employee training. Since these recordings may play an integral part in disciplinary actions or other agency actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained as long as necessary for these purposes. See also "911 COMMUNICATIONS RECORDS" and "911 RECORDS: LOGS."

RETENTION: 30 days.

COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

Item #94

This record series consists of individual complaints received from citizens, consumers or employees. The records provide name, address, and telephone number of complainant, date of complaint, nature of complaint, to whom referred and date, action taken, and signature of person taking the action. This series does not include records documenting employee claims of harassment or discrimination. Do NOT use this item if records document a specific type of complaint covered by a different retention schedule item. See also "DISCIPLINARY CASE FILES: EMPLOYEES" and "GRIEVANCE FILES."

RETENTION: 1 anniversary year after resolved or closed.

COMPREHENSIVE MASTER PLANS: ADOPTED

Item #166

This record series consists of adopted original and succeeding plans of local governmental agencies required by the State of Florida, including, but not limited to, maps, surveys, site plans, and any other material comprising or incorporated into the adopted comprehensive plan and all associated amendments. The plans may contain elements such as: growth management, sanitary sewer records, drainage records, future land use records, traffic circulation, economic assumptions, conservation, housing, recreation and open space, solid waste, electric utilities, potable water, intergovernmental coordination, mass transit, and all other local government related functions. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION: Permanent.

COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)

Item #174

This record series consists of items used in preparing, but not incorporated into, the adopted original and succeeding plans of local governmental agencies required by the State of Florida. The supporting documents may include, but are not limited to, additional maps, surveys, site plans, correspondence, public opinion polls, copies of relevant studies or analyses, and other materials that support the proposed plan. Refer to Chapter 163, Part II, *Florida Statutes*, Growth Policy; County and Municipal Planning; Land Development Regulation. See also "COMPREHENSIVE MASTER PLANS: ADOPTED." *These records may have archival value.*

RETENTION: 5 anniversary years after adopted. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*

COMPUTER LOGS

Item #391

This record series consists of firewall logs, system logs, network logs, or other logs used to maintain the integrity and security of the agency's computer systems. The logs may record such information as: source and destination Internet Protocol (IP) addresses; user identification information; files, directories, and data that have been accessed; user rights; and running applications and databases. Since these logs may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which logs or entries should be retained for further investigation.

RETENTION: 30 days or until review of logs is complete, whichever occurs first.

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

Item #64

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."

RETENTION: 10 fiscal years after completion or termination of contract/lease/agreement.

CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

Item #65

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" and "BARGAINING RECORDS."

RETENTION: 5 fiscal years after completion or termination of contract/lease/agreement.

COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

Item #337

This record series consists of releases or other documentation authorizing the agency to reproduce, distribute or publish copyrighted materials, including publication on the Internet. The series includes release/authorization forms, correspondence, and related documentation.

RETENTION: Permanent.

CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

Item #17

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 "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DIRECTIVES/POLICIES/PROCEDURES," and "INFORMATION REQUEST RECORDS." ***These records may have archival value.***

RETENTION: 3 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

Item #338

This record series consists of correspondence and memoranda documenting policy development, decision-making, or substantive programmatic issues, procedures, or activities. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," and "DIRECTIVES/POLICIES/PROCEDURES." ***These records may have archival value.***

RETENTION: 5 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DEFERRED COMPENSATION SUMMARY REPORTS

Item #339

This record series consists of reports provided to the agency by deferred compensation providers summarizing contributions, gains, losses, and other fund activities over the course of the reporting period. These are not reports of individual employees' contributions or account activities.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DIRECTIVES/POLICIES/PROCEDURES

Item #186

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," "CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE," "CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT," "DISASTER PREPAREDNESS PLANS," and "DISASTER PREPAREDNESS DRILL RECORDS." ***These records may have archival value.***

RETENTION: 2 anniversary years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DISASTER PREPAREDNESS DRILL RECORDS

Item #259

This record series consists of the results of disaster preparedness exercises and supporting documents including scenarios, location of safety related drills, timetables, response times, probable outcomes, areas of difficulty, descriptions of how difficulties were resolved, and areas for improvement. The types of drills include, but are not limited to, fire, tornado, safety, hurricane, and SARA (Superfund Amendments and Reauthorization Act) chemical spills. Section 252.365(3)(b), *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to include in their disaster preparedness plans "schedules and procedures for periodic tests, training, and exercises." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS PLANS," "DIRECTIVES/POLICIES/PROCEDURES," and "INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH."

RETENTION: 2 calendar years provided reviews have been conducted.

DISASTER PREPAREDNESS PLANS

Item #210

This record series consists of disaster preparedness and/or recovery plans adopted by an agency. Section 252.365, *Florida Statutes*, Emergency coordination officers; disaster-preparedness plans, requires state agencies to develop and maintain "a disaster preparedness plan that is coordinated with the applicable local emergency-management agency..." Section 252.38, *Florida Statutes*, Emergency management powers of political subdivisions, authorizes counties and municipalities to "develop an emergency management plan and program that is coordinated and consistent with the state comprehensive emergency management plan and program." See also "DISASTER PREPAREDNESS DRILL RECORDS," "DIRECTIVES/POLICIES/PROCEDURES" and "EMERGENCY MANAGEMENT PLAN REVIEW RECORDS." ***These records may have archival value.***

RETENTION: 5 fiscal years after superseded or becoming obsolete. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

DISASTER RELIEF RECORDS

Item #321

This record series consists of all documentation related to the distribution, receipt, or expenditure of state or federal funds, goods or services for natural or man-made disasters, including, but not limited to, major storms, floods, fires, tornadoes, and hurricanes. The records may include applicable disaster relief funding agreements, expenditure reports, and supporting documentation, including, but not limited to, copies of time sheets, payroll records, billing statements, receipts, purchases, executed contracts, invoices, canceled checks, correspondence and daily activity reports. For federal retention requirements, refer to 44CFR206.120(f)(7), Emergency Management and Assistance, Document Retention.

RETENTION: 5 fiscal years after submission of final financial report, receipt of last payment, or final activity, whichever is latest.

DISCIPLINARY CASE FILES: EMPLOYEES

Item #98

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," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 5 anniversary years after final action.

DOMESTIC PARTNERSHIP REGISTRY RECORDS

Item #399

This record series documents domestic partnerships established and dissolved under authority of law or ordinance. Records may include, but are not limited to, Affidavits of Domestic Partnership, domestic partnership amendments, Affidavits of Termination of Domestic Partnership, and other supporting or related documentation.

RETENTION: Permanent.

DONATION RECORDS

Item #342

This record series documents donations of funds, property, historical documents, artifacts, or other items of long-term value or significance to a public agency or institution including, but not limited to, donations to the collections of cultural heritage institutions such as public archives and museums. The series may include, but is not limited to, correspondence; deeds of gift and/or other transfer documentation; description and/or value of item(s) donated; and documentation of the purpose of the donation and any limitations/restrictions on use. See also "ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS."

RETENTION: Permanent.

DRAFTS AND WORKING PAPERS

Item #242

This record series consists of materials used in developing, compiling, and assembling a final product such as an agency report or database. The series may include, but is not limited to, copies of correspondence or memoranda; circulated drafts; data entry forms; notes; calculations; and other supporting documents. **Drafts of documents that could have a significant effect on an agency's programs, functions and responsibilities (for instance, agency mission statements or major policy initiatives) should be placed under "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER" or other applicable record series.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

DRUG TEST CASE FILES

Item #260

This record series documents drug testing of individuals under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. The case file may include, but is not limited to, documentation of decisions to administer reasonable suspicion or post-accident testing, or verifying the existence of a medical explanation of the inability of the driver to provide adequate breath or a urine specimen for testing; the employer's copy of a drug or alcohol test form, including the results of the test; a copy of the controlled substances test chain of custody control form; documents sent by the Medical Review Officer (MRO) to the employer; notice to report for testing; affidavit signed by the employee stating any prescription drugs or over-the-counter medication currently being taken; and final clearance to resume working. This record series can also consist of documentation relating to an employee's refusal to take or submit samples for an alcohol and/or controlled substances test(s). Refer to Sections 112.0455(7)-(8), *Florida Statutes*, Florida Drug-Free Workplace Act, Types of Testing and Procedures and Employee Protection, Section 443.1715(3)(b), *Florida Statutes*, Disclosure of Drug Test Information, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records.

RETENTION: 5 anniversary years after final action.

DRUG TEST EQUIPMENT RECORDS

Item #261

This record series consists of records documenting compliance with calibration and other requirements for the use of evidential breath testing (EBT) devices. The series may include, but is not limited to, equipment testing, maintenance and

repair records; equipment checklists; external calibration checks; and equipment readings. Refer to 49CFR40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs, and 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records. See also "DRUG TEST PROGRAM ADMINISTRATION RECORDS."
RETENTION: 5 anniversary years.

DRUG TEST PROGRAM ADMINISTRATION RECORDS

Item #262

This record series documents the administration of an alcohol and controlled substance testing program under Florida's Drug-Free Workplace Act, or as required for Commercial Driver's License (CDL) or other drivers under U.S. Department of Transportation regulations. This series may include, but is not limited to, annual program summaries, logs, information on random selection processes, statistical information, test results, copies of materials on alcohol misuse and controlled substance use awareness, copies of employer's policy, and copies of testing policies and procedures. Refer to 49CFR382.401, Handling of Test Results, Records Retention, and Confidentiality: Retention of records and 49CFR382.403, Reporting of results in a management information system. See also "DRUG TEST EQUIPMENT RECORDS."

RETENTION: 5 anniversary years.

ELECTRONIC COMMUNICATIONS

There is no single retention period that applies to all electronic messages or communications, whether they are sent by email, instant messaging, text messaging (such as SMS, Blackberry PIN, etc.), multimedia messaging (such as MMS), chat messaging, social networking (such as Facebook, Twitter, etc.), voice mail/voice messaging (whether in audio, voice-over-internet protocol, or other format), or any other current or future electronic messaging technology or device.

Retention periods are determined by the content, nature, and purpose of records, and are set based on their legal, fiscal, administrative, and historical values, regardless of the format in which they reside or the method by which they are transmitted. Electronic communications, as with records in other formats, can have a variety of purposes and relate to a variety of program functions and activities. The retention of any particular electronic message will generally be the same as the retention for records in any other format that document the same program function or activity. For instance, electronic communications might fall under a CORRESPONDENCE series, a BUDGET RECORDS series, or one of numerous other series, depending on the content, nature, and purpose of each message. Electronic communications that are created primarily to communicate information of short-term value, such as messages reminding employees about scheduled meetings or appointments, or most voice mail messages, might fall under the "TRANSITORY MESSAGES" series.

ELECTRONIC FUNDS TRANSFER RECORDS

Item #264

This record series consists of the documentation necessary to establish and maintain the electronic transfer of funds. The series may include, but is not limited to: an agreement between the two parties; a form that lists both institutions' names, their routing numbers, the name(s) and authorizing signature(s) of the account holder(s); direct deposit authorizations; canceled deposit slips or checks; and documentation of the termination of service or transfer of service to a new institution. This series does not include records of specific individual deposits or payments. Retention is pursuant to Statute of Limitations for fraud, Section 95.11(3)(j), *Florida Statutes*, Limitations other than for the recovery of real property.

RETENTION: 5 fiscal years after termination of service agreement/authorization.

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

Item #231

This record series consists of proprietary and non-proprietary software as well as related documentation that provides information about the content, structure, and technical specifications of computer systems necessary for retrieving information retained in machine-readable format. These records may be necessary for an audit process.

RETENTION: Retain as long as software-dependent records are retained.

EMERGENCY MANAGEMENT PLAN REVIEW RECORDS

Item #419

This record series documents review by the county emergency management agency of emergency management plans submitted to the agency for annual review by facilities such as hospitals, nursing homes, assisted living facilities, outpatient surgical centers and adult day care centers that are required by the Agency for Health Care Administration (AHCA) to have such plans. The series may include, but is not limited to, disaster/emergency management plans; correspondence and memoranda (including form letters) issued by the reviewer, either specifying areas where improvements should be made to conform with AHCA standards and requiring resubmission of the plan with the noted corrections or stating that the plan conforms with AHCA standards; and documentation of fees paid for the review service. Refer to Section 252.38(1), *Florida Statutes*, Emergency management powers of political subdivisions; Counties. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 5 fiscal years.

EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN

Item #266

This record series consists of five year strategic plans addressing areas and objectives for improvement. The series may include plan amendments approved by the state during the five-year period. These plans were required under a partnership agreement between the Department of Community Affairs and the Federal Emergency Management Agency;

this particular partnership function is no longer in effect, thus the records are no longer being created. See also "DISASTER PREPAREDNESS PLANS."

RETENTION: 3 anniversary years after plan expires.

EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS

Item #267

This record series documents applicants accepted for special needs or transportation services due to physical, mental, or sensory disabilities. The registry may be updated often, as individuals' status or needs may change frequently. Refer to Section 252.355(1), *Florida Statutes*, Emergency Management, Registry of persons with special needs; notice; registration program, which requires that "each local emergency management agency in the state shall maintain a registry of persons with special needs located within the jurisdiction of the local agency..." See also "EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

Item #268

This record series documents inspections of potential emergency shelters by the county or city emergency management staff. The inspection records should indicate each facility's name, location, and operating entity, the storm level and specialty designation assigned to the shelter, and, if applicable, the reasons for rejection of the facility as a shelter. Refer to Section 252.385, *Florida Statutes*, Emergency Management, Public shelter space.

RETENTION: 2 anniversary years after inspection/reinspection or closure of shelter, whichever is later.

EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS

Item #265

This record series consists of applications (accepted or denied) from residents to have a space assignment at a special needs shelter or to receive transportation assistance to a shelter. Applications may include the citizen's name, address, telephone number, medical disabilities, caretaker's name, and required accommodations. The series may also include supplemental documentation, such as notifications sent to accepted and denied clients, instructions for accepted clients, and related correspondence. See also "EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS."

RETENTION: 4 anniversary years.

EMPLOYEE ASSISTANCE PROGRAM RECORDS

Item #269

This record series documents services received by employees through an agency sponsored employee assistance program. These programs provide employees with information, treatment and counseling on issues such as substance abuse, financial planning, mental health issues, stress management, and domestic violence. This series may contain letters of inquiry, applications, supporting documentation, referrals, updates on employee treatment, and dates and times of appointments. This series does not contain financial or vendor billing information. Refer to Section 112.0455(5)(m), *Florida Statutes*, for definition of "Employee assistance program," and Section 110.1091(2), *Florida Statutes*, Employee assistance programs; public records exemption.

RETENTION: 2 anniversary years after final action.

EMPLOYEE CONDUCT COUNSELING RECORDS

Item #206

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," "PERSONNEL RECORDS" items, and "STAFF ADMINISTRATION RECORDS."

RETENTION: 1 anniversary year after final action.

EMPLOYMENT APPLICATION AND SELECTION RECORDS

Item #24

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*, 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."

RETENTION: 4 anniversary years after personnel action provided any litigation is resolved.

EMPLOYMENT APPLICATIONS: UNSOLICITED

Item #400

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.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS

Item #343

This record series consists of records relating to nonexpendable property acquired under 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). Nonexpendable property is property that is not consumed in use and that retains its original identity during the period of use.

RETENTION: 3 fiscal years after final disposition of property.

EMPLOYMENT ASSISTANCE PROGRAM RECORDS

Item #113

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.

RETENTION: 5 fiscal years after final report.

EMPLOYMENT ELIGIBILITY VERIFICATION FORMS

Item #420

This record series consists of Employment Eligibility Verification Forms (I-9) that contain information used by employers to “verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States” (USCIS Form I-9). Retention is pursuant to 8 USC 1324a (b)(3), Unlawful employment of aliens, Retention of verification form.

RETENTION: 3 anniversary years after the date of the hire or one anniversary year after the date the individual's employment is terminated, whichever is later.

ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

Item #20

This record series consists of reports and other documentation detailing funds that have been encumbered, but not yet spent, for a specific planned, approved expenditure. This series includes lists of encumbrances to be applied against certified forward money, i.e., money brought forward from the previous fiscal year for goods and services not received until the current fiscal year.

RETENTION: 3 fiscal years.

ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

Item #211

This record series documents the creation of, contributions to, or expenditures from, endowments, bequests and trust funds. See also “DONATION RECORDS.” *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ENERGY CONSUMPTION AND COST REPORTING RECORDS

Item #401

This series consists of data and documentation regarding each state agency's energy consumption, conservation, and costs for state-owned facilities and metered state-leased facilities. The information is compiled for the purpose of submitting an annual report on energy consumption and costs to the Department of Management Services as required by Section 255.257, *Florida Statutes*, Energy management; buildings occupied by state agencies. Records may include, but are not limited to, monthly electricity usage reports, energy usage cost data, correspondence, and other supporting documentation.

RETENTION: 1 fiscal year from report date.

ENGINEERING RECORDS: INFRASTRUCTURE

Item #344

This record series consists of graphic and engineering records, including as-built drawings, for traffic signals and signs, streetlights, pavement markings, roads, sidewalks, pedestrian bridges, drainage ditches, electric power and traffic signal control lines, transformers, and other elements of local infrastructure. See also “ARCHITECTURAL/BUILDING PLANS: COMMERCIAL,” “ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS,” “ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL,” and “SUBDIVISION PLANS.”

RETENTION: Retain for life of structure/element.

ENVIRONMENTAL REGULATION COMPLIANCE RECORDS

Item #167

This record series consists of records documenting an agency's compliance with or efforts to meet federal, state, or local environmental regulations. The series may include, but is not limited to, environmental impact statements, environmental

resource permitting records, storm water or solid waste disposal permitting records, coastal construction control line permitting records, reviews, correspondence, National Environmental Policy Act technical reports and studies, and supporting documents. This series covers records of agencies being regulated or monitored; it does not cover records documenting the regulatory, permitting, or monitoring activities of agencies with environmental regulatory responsibilities. **RETENTION:** 5 fiscal years after completion of project, reporting requirement, or other applicable activity.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

Item #103

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 "BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS."

RETENTION: 4 anniversary years after final action.

EQUIPMENT REFERENCE FILES

Item #223

This record series consists of equipment specifications, technical manuals, brochures, bulletins, operating instructions, warranties and other records documenting equipment characteristics and operations. See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

EQUIPMENT/VEHICLE MAINTENANCE RECORDS

Item #104

This record series documents service, maintenance and repairs to agency equipment and vehicles, including program changes to electronic equipment. The series may include, but is not limited to, work orders and documentation of dates/history of repairs, locations, cost of parts, hours worked, etc. Records for all agency vehicles, including ground, air, and water vehicles, are covered by this series. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."
RETENTION: 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair, whichever occurs first.

EQUIPMENT/VEHICLE USAGE RECORDS

Item #224

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. See also "EQUIPMENT REFERENCE FILES" and "VEHICLE RECORDS."

RETENTION: 1 calendar year.

EXPENDITURE PLANS: CAPITAL IMPROVEMENT

Item #208

This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "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. ***These records may have archival value.***
RETENTION: 50 anniversary years. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

EXPOSURE RECORDS

Item #227

This record series consists of records documenting the exposure or possible exposure of an employee to a blood borne pathogen, contagion, radiation, or chemicals above the acceptable limits or dosage. These records may include, but are not limited to, statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other supporting documentation demonstrating the possibility of exposure. Employers are required to maintain and make available to employees material safety data sheets for each hazardous/toxic chemical or substance present in the workplace. Retention is pursuant to 29CFR1910.1020, Access to employee exposure and medical records, and 29CFR1910.1030, Bloodborne pathogens. See also "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 30 anniversary years.

FACILITY RESERVATION/RENTAL RECORDS

Item #270

This record series consists of records generated in the process of renting or scheduling a public meeting hall or room, conference site, park pavilion, cabin, tent space, recreational vehicle/camper hookup, or other public facility to an individual, group, organization, or other public agency. These records may include, but are not limited to, name of renter, renter's address and telephone number, payment information, acknowledgment of rules, liability information, damage waiver, date and time of the rental, the specific facility or portion of a facility to be reserved, and a floor plan denoting the

desired arrangement of tables or chairs as requested by the renter. See also "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT."

RETENTION: 5 fiscal years.

FALSE ALARM RECORDS

Item #345

This record series consists of records documenting false alarms and fees assessed for false alarm responses. The series may include, but is not limited to, correspondence, such as warning letters sent after false alarm responses; response fee billing documentation; service tickets or invoices for alarm repairs; credit requests for alarm repairs made; and other related documentation.

RETENTION: 5 fiscal years.

FEASIBILITY STUDY RECORDS

Item #106

This record series consists of working papers, correspondence, consulting firm reports, and management committee reports investigating various projects of the governing agency. These files cover potential projects under consideration or those ideas that are studied and discarded by a governmental agency. If the agency decides to continue with the project, these records should be scheduled under one of the "Project Files" items or other applicable item. **These records may have archival value.**

RETENTION: 3 fiscal years after completion of study. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

Item #157

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.

RETENTION: 4 years from the tax due date (April 15) of the year to which the record applies, 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.

FEE/SERVICE SCHEDULES

Item #271

This record series consists of a price sheet or report identifying the types of goods or services provided by the agency and any associated fees. The series may also include supporting documents used to determine service costs and fees. The price sheet or report may be reviewed and revised as necessary.

RETENTION: 5 fiscal years after obsolete or superseded.

FINAL ORDERS RECORDS: INDEXED OR LISTED

Item #67

This record series consists of all final agency orders required to be indexed or listed pursuant to Section 120.53(1)(a), *Florida Statutes*, along with any material incorporated by reference, a current final orders hierarchical subject matter index or database, and a list of all final orders required to be listed pursuant to Section 120.53(1)(a)3, *Florida Statutes*. Agency orders that must be indexed per Section 120.53(1)(a)2.c, *Florida Statutes*, are those resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*; those rendered pursuant to Section 120.57(4), *Florida Statutes*, that contain a statement of agency policy that may be the basis of future agency decisions or that may otherwise contain a statement of precedential value; and those that are declaratory statements. Agency orders that must be listed are those rendered pursuant to Section 120.57(4), *Florida Statutes*, that have been excluded from the indexing requirement because they do not contain statements of agency policy or precedential value. "Final order" is defined in Section 120.52, *Florida Statutes*, as, "a written final decision which results from a proceeding under s. 120.56, s. 120.565, s. 120.569, s. 120.57, s. 120.573, or s. 120.574, which is not a rule, and which is not excepted from the definition of a rule, and which has been filed with the agency clerk, and includes final agency actions which are affirmative, negative, injunctive, or declaratory in form. A final order includes all materials explicitly adopted in it. The clerk shall indicate the date of filing on the order." Permanent retention is pursuant to Section 119.021(3), *Florida Statutes*, which requires permanent retention of final orders that must be indexed or listed. See also "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "LITIGATION CASE FILES" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, Florida Statutes, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

RETENTION: Permanent.

FINAL ORDERS RECORDS: NOT INDEXED OR LISTED

Item #421

This record series consists of final agency orders that are not subject to the indexing or listing requirements of Section 120.53(1)(a), *Florida Statutes*. These final orders are those that are **not** declaratory statements and are **not** resulting from a proceeding under Sections 120.56, 120.57, 120.573, or 120.574, *Florida Statutes*. Such final orders are of limited or no precedential value, are of limited or no legal significance, or are ministerial in nature. A final order includes all materials

explicitly adopted in it. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS" and "MINUTES: OFFICIAL MEETINGS." **For Chapter 162, Florida Statutes, proceedings, see "CODE VIOLATION RECORDS: HEARING CASE FILES."**

RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

Item #396

This record series consists of supporting documentation for final orders, including such materials as notices, pleadings, motions, orders, statements, opinions, decisions, evidence, and other legal instruments and records documenting the administrative proceedings resulting in the final order but not incorporated by reference into the final order. The series may also include reports by the officer presiding at the hearing and records submitted to the hearing officer during the hearing or prior to its disposition. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED" and "LITIGATION CASE FILES."

RETENTION: 5 anniversary years after date of final order or 5 anniversary years after appeal process expired, whichever is later.

FINANCIAL ACCOUNT AUTHORIZATION RECORDS

Item #84

This record series consists of an authorization to maintain a bank, purchasing card (p-card), credit card, investment or other financial account and the names of those authorized to access the account. See also "SIGNATURE AUTHORIZATION RECORDS."

RETENTION: 5 fiscal years after authorization superseded, expired, or canceled.

FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)

Item #346

This record series consists of personal financial information submitted to a local governing body by individuals hired, elected or appointed to local government office. The statements indicate such information as financial status, source(s) of income or other related information. ***These records may have archival value.***

RETENTION: 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FINANCIAL HISTORY SUMMARY RECORDS

Item #347

This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.

RETENTION: Permanent.

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

Item #107

This record series consists of local government annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.550, 10.800 and 10.850 of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. The series includes the reporting local government agency's copy as well as the copy received by the official filing agency. The reports include such information as total revenues and expenditures and outstanding long-term debt. See also "AUDITS: AUDITOR GENERAL" and "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)." ***These records may have archival value.***

RETENTION: 10 fiscal years. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

Item #108

This record series consists of documentation supporting the information reported in the annual financial reports required by statute or rule, including those required by Section 218.32, *Florida Statutes*, Annual financial reports; local government entities; Section 218.39, *Florida Statutes*, Annual financial audit reports, and Chapters 10.558(3), 10.807(3) and 10.857(4) of the Rules of the Auditor General of the State of Florida; and Section 216.102, *Florida Statutes*, Filing of financial information; handling by Chief Financial Officer, penalty for noncompliance. This documentation may include information utilized in compiling the reports or may indicate how the reporting entity arrived at the reported information. See also "FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS."

RETENTION: 5 fiscal years.

FINANCIAL TRANSACTION RECORDS: DETAIL

Item #435

This series consists of records documenting specific financial transactions of the agency including transactions through cash, checks, warrants, vouchers, electronic fund transfers (EFT), credit and debit cards, purchasing cards, or other methods. The series may include, but is not limited to, requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, bank/financial account statements, check registers, canceled or voided checks, check stubs, canceled or voided warrants, disbursement

ledgers, journal transactions, expenditure detail reports, refund records, cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and accounts payable related documentation. The series may also include a copy of the agency's sales tax exemption form. **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 "FINANCIAL TRANSACTION RECORDS: SUMMARY."

RETENTION: 5 fiscal years after transaction completed.

FINANCIAL TRANSACTION RECORDS: SUMMARY

Item #436

This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: 10 fiscal years.

FOOD SERVICE ESTABLISHMENT LICENSE RECORDS

Item #402

This record series documents the licensing of public food service establishments subject to the certification and inspection requirements of the Florida Department of Health under Section 381.0072, *Florida Statutes*, Food service protection, and Rule 64E-11 *Florida Administrative Code*, Food Hygiene. Records may include, but are not limited to, license/renewal applications, fee payment records, inspection records, copies of license suspension/revocation records, and other related documentation.

RETENTION: 5 fiscal years after expiration, suspension or revocation of license.

FUEL TAX REPORTS

Item #213

This record series consists of fuel tax reports submitted to the Florida Department of Revenue by local government users and fuel terminal operators pursuant to the requirements of Chapter 206, *Florida Statutes*, Motor and Other Fuel Taxes, and Rule 12B-5, *Florida Administrative Code*, Tax On Motor Fuels, Diesel Fuels, Aviation Fuels, Pollutants And Natural Gas Fuel.

RETENTION: 3 fiscal years.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS

Item #381

This record series consists of individual layers of data and/or datasets used to populate Geographic Information Systems (GIS). Data layers and datasets may include, but are not limited to, vector data, such as point, line, and polygon data; imagery data, such as satellite imagery and aerial imagery; topographic data, including elevation data and terrain contours; land use and planning data, including habitat data, road data, zoning, and parcel ownership; and jurisdictional boundary data, including political subdivisions, historic districts, school districts, and urban growth areas. Since GIS data layers and datasets are continuously updated, agencies should take periodic snapshots of data layers and datasets considered to have long-term or continuing informational or historical value to ensure proper retention of this data. See also, "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE

Item #382

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have only short-term administrative value. This series does not include GIS snapshots that document long-term community development and/or growth and that are considered by the agency to have long-term informational and/or historical value. This series may include daily or monthly snapshots taken for general administrative or reference purposes. This series does not include snapshots taken by an agency for the sole purpose of back-up/disaster recovery. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS."

RETENTION: 1 anniversary year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL

Item #383

This record series consists of periodic snapshots of Geographic Information Systems (GIS) data considered by the agency to have long-term informational and/or historical value. This series may include, but is not limited to, snapshots documenting community development and/or growth such as geographic contour changes; infrastructure development, including transportation, utilities, and communications; environmental changes; demographic shifts; changes to jurisdictional boundaries; and changes in property values. This record series does not include GIS snapshots taken by an

agency for the sole purpose of back-up/disaster or snapshots taken for general administrative or reference purposes such as documentation of routine infrastructure maintenance (e.g., road repairs, utility line repairs). See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA

Item #384

This record series consists of documents and/or data used to update Geographic Information Systems (GIS). This series may include, but is not limited to, address change forms, survey data, field notes, legal descriptions, and other documents and/or data submitted to or acquired by the agency for the sole purpose of updating the agency's Geographic Information Systems. 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. See also "GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS," "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE," and "GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

GRANT FILES

Item #422

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. See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT." ***These records may have archival value.***

RETENTION: 5 fiscal years after completion of grant cycle or project, whichever is applicable. ***State grantor agencies must contact the State Archives of Florida for archival review before disposition of records. Other grantor agencies should ensure appropriate preservation of records determined to have long-term historical value.***

GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

Item #349

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."** See also "PROJECT FILES: FEDERAL" and "PROJECT FILES: NON-CAPITAL IMPROVEMENT."

RETENTION: 1 anniversary year after receipt of denial notification.

GRIEVANCE FILES

Item #110

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 "COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES" and "PERSONNEL RECORDS" items.

RETENTION: 3 fiscal years after settlement.

HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE

Item #350

This record series consists of medical records of employees known or suspected to have come into contact with blood or other potentially hazardous materials. These records may include, but are not limited to, the employee's name; social security number; hepatitis B vaccination status including the dates of testing, results of examinations, medical testing, and follow-up procedures; a copy of the healthcare professional's written opinion; a list of complaints potentially related to the exposure; a copy of information provided to the healthcare professional; and records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation or chemicals above the acceptable limits or dosage, including statistical analyses, incident reports, material safety data sheets, copies of medical records or reports, risk management assessments, and other necessary data to support the possibility of exposure. Retention period is pursuant to 29CFR1910.1001, Asbestos; 29CFR1910.1020, Access to employee exposure and medical records; and 29CFR1910.1030, Bloodborne pathogens. See also "EXPOSURE RECORDS" and "PERSONNEL RECORDS" items.

RETENTION: 30 years after any manner of separation or termination of employment.

HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS

Item #324

This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45CFR164.103, Definitions). Per 45CFR164.105(a)(2)(iii)(C), Implementation specifications, Responsibilities of the covered entity, "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Retention is pursuant to 45CFR164.105(c)(2), Standard: Documentation, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of designation or from the date when it last was in effect, whichever is later.

HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS

Item #325

This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), 45CFR164 Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.316(b), Policies and procedures and documentation requirements. Retention is pursuant to 45CFR164.316(b)(2), Implementation specifications. See also "PROTECTED HEALTH INFORMATION" items.

RETENTION: 6 anniversary years from date of creation or from the date when it last was in effect, whichever is later.

HISTORICAL DESIGNATION RECORDS

Item #423

This record series documents the historic designation of buildings, structures, sites or districts, including improvements, interiors and landscape features that are significant in the historical, architectural, cultural, aesthetic or archeological heritage of the state or local community. The series may include, but is not limited to, applications, descriptive property information, photographs, land sketches, staff analyses, evaluations and recommendations by reviewing authorities, designation reports, certificates of appropriateness, records of local Historical Preservation Boards regarding the historic designations, and other related documentation. These records have historical value.

RETENTION: Permanent.

HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE

Item #273

This record series consists of applications submitted by citizens who ultimately do not participate in the housing program. These applications have no activity on them and the individual has expressed no continuing interest in the program. The applications may become inactive because of changes in the eligibility requirements, lack of interest, inability to locate a home or to secure financing, relocation of applicant, or a failure to update the application by a given deadline. See also "HOUSING FINANCE ASSISTANCE RECORDS."

RETENTION: 4 fiscal years after last activity.

HOUSING FINANCE ASSISTANCE RECORDS

Item #274

This record series consists of records documenting housing finance assistance to low to moderate income households. The series may include, but is not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead based paint and radon records; housing agreements; income verifications; proofs of age or handicap; and other records as required by state/federal governments for public housing/housing finance assistance. Records relate to programs such as State Housing Initiatives Partnership (SHIP), governed by Section 420.907-9079, *Florida Statutes*, State Housing Initiatives Partnership, and Rule 67-37, *Florida Administrative Code*, State Housing Initiatives Partnership Program; HOME Investment Partnership Program, governed by Section 420.5089, *Florida Statutes*, HOME Investment Partnership Program, HOME Investment Partnership Fund, Rule 67-48.014-022, *Florida Administrative Code*, relating to the Home Investment Partnerships Program, and 24CFR, Part 92, Home Investment Partnerships Program; and other state or U.S. Department of Housing and Urban Development (HUD) programs. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."

RETENTION: 5 fiscal years after termination of rental agreement, funds expended and accounted for, and/or satisfaction of loans, whichever is the latest applicable event.

INCIDENT REPORT FILES

Item #241

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*. See also "INJURY/ILLNESS RECORDS."

RETENTION: 4 anniversary years from date of incident.

INFORMATION REQUEST RECORDS

Item #23

This record series consists of correspondence and supporting documentation accumulated in answering inquiries from the public. The series may include requests for: inspection and/or copies of public records (public records requests), publications or services provided by the agency, confirmation of meeting or event times/dates/locations, information on outstanding liens, and general agency information (e.g., mission statement, telephone list, map/directions, employee directory, etc.).

RETENTION: 1 fiscal year.

INJURY/ILLNESS RECORDS

Item #188

This record series consists of investigations, logs and summary records regarding injury, diseases and illness, fatality and non-fatality. The series may include, but is not limited to, the report of an injury received on public property; records of an employee injury resulting in death; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 or equivalent or predecessor state forms. For injuries to employees resulting in Workers' Compensation claims, see also "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item. For records documenting the exposure or possible exposure of an employee to a blood borne pathogen, a contagion, radiation, or chemicals above the acceptable limits or dosage, use EXPOSURE RECORDS or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses, Retention and updating. See also "INCIDENT REPORT FILES."

RETENTION: 5 calendar years.

INSPECTION/MAINTENANCE RECORDS: BRIDGE

Item #276

This record series consists of records documenting the inspection, condition, maintenance, and repair of bridges.

RETENTION: Retain for life of structure.

INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

Item #193

This record series consists of inspection reports, logs and summaries relating to the safety, health and security of employees, equipment, materials and facilities. Retention is pursuant to Florida's Statute of Limitations, Section 95.11, *Florida Statutes*. See also "DISASTER PREPAREDNESS DRILL RECORDS."

RETENTION: 4 calendar years after inspection.

INSPECTION REPORTS: FIRE EXTINGUISHER

Item #219

This record series consists of annual fire extinguisher inspection reports required by the Occupational Safety and Health Administration (OSHA) and records of other periodic fire extinguisher inspections conducted by agencies. Retention is pursuant to 29CFR1910.157(e)(3), Portable fire extinguishers, Inspection, maintenance and testing.

RETENTION: 1 anniversary year or life of equipment, whichever is sooner.

INSPECTOR'S ROUTE SHEETS: DAILY

Item #277

This record series consists of daily inspection sheets used by the inspector for recording violations and other requirements that have not met building standards or codes. **NOTE:** This record may also be part of the building permit records. See also "PERMITS: BUILDING."

RETENTION: 3 fiscal years.

INSURANCE RECORDS: AGENCY

Item #111

This record series documents insurance policies held by an agency for fire, theft, liability, medical, life, workers' compensation or other types of coverage on an agency's property and/or employees. The series may include, but is not limited to, policies; claim filing information such as applications, correspondence, and related documentation; documentation of premiums due and amounts paid; and information on insurance carriers and rates. For insurance enrollment records of individual employees, use the applicable PERSONNEL RECORDS item.

RETENTION: 5 fiscal years after final disposition of claim or expiration of policy.

INTELLECTUAL PROPERTY RECORDS

Item #437

This record series documents patents, copyrights and trademarks for intellectual property issued to the agency. The series may include, but is not limited to, applications, certifications of registration, agreements, correspondence, and other related supporting documentation. This series also includes authorizations and consents issued by the agency for use by outside entities.

RETENTION: Permanent.

INVENTORY: AGENCY PROPERTY

Item #40

This record series consists of all information regarding the physical inventory of agency property, including a perpetual inventory of expendable parts and supplies that may be located in a central supply office for use by agency employees, as well as Fixed Assets/Operating Capital Outlay (O.C.O.) items requiring an identification number and tag. The series may also include copies of disposition documentation when the property or equipment is relocated, transferred, surplus, sold, scrapped, traded in, abandoned, stolen, cannibalized, or destroyed. Section 274.02, *Florida Statutes*, Record and inventory of certain property, requires an annual physical inventory of all O.C.O. property. See also "PROPERTY CONTROL RECORDS."

RETENTION: 3 fiscal years.

INVENTORY: AGENCY RECORDS

Item #319

This record series consists of an inventory of agency records providing such information as record series title, inclusive dates, and quantity (e.g., in cubic feet); if records are active, inactive, or closed; whether they are vital records; whether they are exempt from public inspection; format of records (paper, electronic, microform, etc.); name of custodial agency and official; records retention requirements; and location, including offices or offsite storage facilities and specific physical locations. This series may also include documentation of transmittal of records to an offsite storage facility. See also "RECORDS RETRIEVAL/REFERENCE RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

INVESTIGATIVE RECORDS: INSPECTOR GENERAL

Item #351

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal cases investigated by the Office of the Inspector General or equivalent office of any agency. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Governor, Office of Chief Inspector General; Section 20.055, Agency inspectors general; Section 112.3187-31895 relating to adverse actions against employees, confidentiality and investigative procedures; and Section 119.07(6) relating to access and confidentiality of records. See also "WHISTLE BLOWER INVESTIGATIVE RECORDS."

RETENTION: 5 anniversary years after final action.

INVESTMENT RECORDS

Item #278

This record series consists of records related to the selection and maintenance of a government's investments. The series may include, but is not limited to, selection criteria, score sheets, and correspondence concerning the selection process or potential investments; annual reports of the investments; firm histories; prospectus and other research materials; and initial goals or projected recovery at the time of the initial investment. ***These records may have archival value.***

RETENTION: 10 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES

Item #352

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: Permanent. ***State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS

Item #403

This record series documents land development projects brought before local government planning or development commission or appeal bodies or before other special or ad hoc committees constituted for similar purposes, in instances when the projects were denied by the government bodies or abandoned by the developers. Records may include, but are not limited to, staff reports, determinations and evaluations, correspondence, project case files, drawings and plans, and final determinations. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." ***These records may have archival value.***

RETENTION: 20 anniversary years after project denied or abandoned. ***State agencies should contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS **Item #404**

This record series consists of preliminary or draft documents used to support the creation of project documentation that is brought before the local government planning or development commission or appeal bodies, or before other special or ad hoc committees constituted for similar purposes. Records in this series are *not* brought before the local government planning or development commission or other applicable entity and are not intended to serve as documentation of planning decisions or processes. See also "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS," and "LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS." *These records may have archival value.*

RETENTION: 10 anniversary years. *State agencies should contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS **Item #353**

This record series documents local government land use and development planning. The series may include, but is not limited to, feasibility studies, reports, analyses, projections, graphic material, and related planning documents produced by outside consultants or in-house staff. The records may relate to comprehensive planning, capital improvements, land use and open space, economic development, housing renewal, regional intergovernmental cooperation, transportation, traffic engineering, transit systems, airports, long range forecasts, and other aspects of local government planning. See also "COMPREHENSIVE MASTER PLANS: ADOPTED," "COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)," "LAND DEVELOPMENT AND PLANNING PROJECT FILES," "LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS" and "LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

LEGISLATION RECORDS **Item #119**

This record series documents the development or review of legislation proposed by, and/or potentially impacting, an agency. The series may include, but is not limited to, proposed legislation; research materials on the subject of the legislation; agency staff analysis of the potential impact of the legislation; reports and statistical studies; surveys of and/or input from affected industries or populations; and other related records. *These records may have archival value.*

RETENTION: Retain until obsolete, superseded, or administrative value is lost. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

LICENSES: CERTIFICATE OF COMPETENCY RECORDS **Item #253**

This record series consists of the "certificate of competency" license issued to licensed contractors by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

RETENTION: 3 fiscal years after the file is closed due to non-renewal and/or revocation of license.

LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY) **Item #254**

This record series consists of a "certificate of competency" license for a temporary licensed contractor applying for a current certificate of competency issued by the local governing authority's jurisdiction. Included in this series is a copy of the license and all supporting documents. The supporting documents may include, but are not limited to, contractor records, license application(s), certificate of test score results, certificate of incorporation, application for certificate of competency, which includes documentation of applicants' experience, deficiency reports, personal or business credit reports, personal or business financial statements, final orders of discipline, correspondence, and proofs of insurance. Refer to *Florida Statutes* Section 125.56(4) regarding county permitting for building construction; Section 489.109-113 regarding qualifications/procedures for certificate of competency; Section 553.781 regarding licensee accountability; Section 553.79 regarding permit applications and issuance; and Section 553.792 regarding building permit applications to local government. See also "LICENSES: CERTIFICATE OF COMPETENCY RECORDS" and "BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT."

RETENTION: 1 anniversary year after expiration, revocation, or denial of license.

LIEN DOCUMENTATION FILES

Item #405

This record series documents liens imposed by government agencies. The series may include, but is not limited to, copies of liens and satisfactions of liens, bankruptcy proceedings relating to liens, and any other supporting documentation relating to the imposition or lifting of a lien by a government agency.

RETENTION: 5 fiscal years after satisfaction of lien.

LITIGATION CASE FILES

Item #27

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. See also "FINAL ORDERS RECORDS: INDEXED OR LISTED," "FINAL ORDERS RECORDS: NOT INDEXED OR LISTED," "FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS," "OPINIONS: LEGAL" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)."

RETENTION: 5 anniversary years after case closed or appeal process expired.

LOBBYIST REGISTRATION RECORDS

Item #387

This record series consists of registration records for lobbyists engaging in lobbying activity with the local government entity. The series may include, but is not limited to, registration forms, lobbying activity records, expense reports, and correspondence.

RETENTION: 5 fiscal years after expiration or withdrawal of registration or ceasing to lobby, whichever occurs first.

LOCAL GOVERNMENT MILEAGE REPORTS

Item #390

This record series consists of the agency's copies of the Florida Department of Transportation Form TM: Local Government Mileage Report (or equivalent DOT form). Local governments are required by Section 218.322, *Florida Statutes*, County and municipal transportation program data, to provide mileage data as part of their annual financial reporting responsibilities. The report provides the number of miles of paved and unpaved roads within the local government's jurisdiction.

RETENTION: 5 fiscal years.

LOST AND FOUND RECORDS

Item #354

This record series consists of documentation recording items that have been lost and/or found. This includes, but is not limited to, description of items found, correspondence transferring unclaimed found items for public auction, and documentation from individuals describing items that have been lost and the estimated value of the items.

RETENTION: 3 fiscal years.

MAIL: REGISTERED AND CERTIFIED

Item #47

This record series consists of receipts for registered or certified mail sent out by an agency as well as undeliverable registered or certified mail items returned by the post office for any reason. This record is usually filed with the agency's copy of the item mailed. See also "MAIL: UNDELIVERABLE/RETURNED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION: 1 fiscal year.

MAIL: UNDELIVERABLE/RETURNED

Item #1

This record series consists of outgoing agency mail returned by the post office for any reason, including insufficient postage, incorrect address, forwarding order expired, etc., or abandoned at a mail/document pickup station by a defunct addressee. It does NOT include returned registered or certified mailings. **NOTE:** In instances when there is a legal need to demonstrate that a mailing was sent to a particular address, agencies are responsible for ensuring that internal management policies are in place for retaining undeliverable/returned mail for as long as legally necessary. See also "MAIL: REGISTERED AND CERTIFIED," "MAILING/CONTACT LISTS," and "POSTAGE/SHIPPING RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MAILING/CONTACT LISTS

Item #29

This record series consists of lists of U.S. mail or electronic mail/messaging contacts used in agency mail outs or other communications. Mailing/contact lists that fall under Section 283.55, *Florida Statutes*, Purging of publication mailing lists, must be updated and superseded every odd numbered year. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "POSTAGE/SHIPPING RECORDS."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

MANAGEMENT SURVEYS/STUDIES: INTERNAL

Item #30

This record series consists of raw data and work papers for surveys conducted by the agency to study management issues such as client/patron/employee satisfaction and service improvement. This may include survey/poll responses, tally sheets, suggestion box submissions, and other records related to the study of internal operations. This does not include reports prepared by consultants. The final compilation of the data may be produced as a report, which may be scheduled

under a different record series depending on the nature and depth of the survey/study (for instance, "FEASIBILITY STUDY RECORDS," "OPERATIONAL AND STATISTICAL REPORT RECORDS," or "PROJECT FILES" items).

RETENTION: 1 calendar year after completion of data collection or release of report, whichever is later.

MAPS: ORIGINALS

Item #280

This record series consists of original maps and the supporting documentation used to create those maps. The records in this series are used in planning and engineering of local infrastructure and include highway, sales, sectional, and geological survey maps. This series does not include original maps that are required by statute or ordinance to be filed with the Clerk of Court under *Florida Statutes* Section 177.111, Instructions for filing plat; Section 177.131, Recordation of the Department of Transportation official right-of-way maps and other governmental right-of-way maps; Section 177.132, Preservation of unrecorded maps; or Section 337.2735, Recording of municipal maps of reservation for transportation corridors and transportation facilities; or with the State Land Office under Section 253.031, Land office; custody of documents concerning land; moneys; plats. See also "SUBDIVISION PLANS."

RETENTION: Permanent.

MEDICAL RECORDS

Item #212

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 "EXPOSURE RECORDS," "HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE," and "PERSONNEL RECORDS" items.

RETENTION: 5 calendar years.

MEDICAL RECORDS: VETERAN SERVICES

Item #311

This record series consists of duplicate copies of medical records and a digest of medical information maintained by an agency in order to provide benefits or services to military veterans. The series may also include related supporting documentation.

RETENTION: 7 fiscal years after last discharge or last entry.

MICROGRAPHICS: QUALITY CONTROL RECORDS

Item #282

This record series consists of test results and microfilm inspection records for all permanent or long-term microfilm as required by Rules 1B-26.0021(3)(f) and 1B-26.0021(3)(j), *Florida Administrative Code*. The series may also include related supporting documentation.

RETENTION: Permanent.

MINORITY APPOINTMENT REPORTING RECORDS

Item #406

This record series consists of minority appointment reports submitted annually by the appointing authority to the Florida Department of State pursuant to Section 760.80, *Florida Statutes*, Minority representation on boards, commissions, councils, and committees. The reports contain such information as the number of appointments made during the preceding year from each minority group, the number of nonminority appointments made, and the number of physically disabled persons appointed to boards, commissions, councils, and committees in the previous calendar year.

RETENTION: 4 anniversary years.

MINUTES: OFFICIAL MEETINGS

Item #32

This record series consists of the official record of official meetings, defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, as "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken, and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." *These records may have archival value.*

RETENTION: Permanent. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

Item #4

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. See also "MINUTES: OFFICIAL

MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)."

RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS) Item #424

This record series consists of the official record of official meetings of special districts **established by local ordinance or resolution**, of agency citizen support organizations or direct support organizations, or of agency advisory boards that do not establish policy, rules or guidelines. Official meetings are defined in Section 286.011(1), *Florida Statutes*, Public meetings and records, as "All meetings of any board or commission of any state agency or authority or of any agency or authority of any county, municipal corporation, or political subdivision, except as otherwise provided in the Constitution, including meetings with or attended by any person elected to such board or commission, but who has not yet taken office, at which official acts are to be taken..." The series may include verbatim transcripts or minutes summarizing issues addressed, actions taken and decisions made. The series may also include agendas and background materials used as reference documentation for agenda items; these should be included when they are necessary to understand the minutes. For documentation of the logistics/planning of the meetings, such as venue information or directions, travel itineraries, and reservations and confirmations, use "ADMINISTRATIVE SUPPORT RECORDS." See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)" and "MINUTES: OTHER MEETINGS." ***These records may have archival value.***

RETENTION: 10 anniversary years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS) Item #123

This record series consists of supporting documents for minutes and agendas generated by official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. These records provide information necessary for conducting the meeting or completing the minutes but do not document actual meeting proceedings. Records may include, but are not limited to, copies of required public notices of meeting, attendance lists, roll call sheets, sign-in sheets for speakers, and agendas and background materials used as reference documentation for agenda items. See also "CABINET AFFAIRS FILES," "MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)," "MINUTES: OFFICIAL MEETINGS," "MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)" and "MINUTES: OTHER MEETINGS."

RETENTION: 2 anniversary years after adoption of the official minutes or certification of transcript.

MINUTES: OTHER MEETINGS Item #33

This record series consists of minutes and all supporting documentation from meetings that are not official meetings as defined in Section 286.011(1), *Florida Statutes*, Public meetings and records. ***These records may have archival value.***

RETENTION: 1 anniversary year after date of meeting. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

MOSQUITO CONTROL RECORDS Item #425

This record series documents treatment, inspection, testing, tracking and other activities involved in the process of mosquito control. The series may include, but is not limited to, activity reports, treatment records, global positioning satellite tracking data from inspections and/or treatments, resistance testing, mosquito counts and identification records, equipment calibration records, chemical inventory logs, and correspondence. Do NOT use this item if records fall under a more appropriate retention schedule item such as "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER," "CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY," "CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT," "ENVIRONMENTAL REGULATION COMPLIANCE RECORDS" or other applicable item(s).

RETENTION: 5 fiscal years.

MUNICIPAL COURT DOCKET RECORDS Item #323

This record series consists of records docketing municipal court cases at any time until the elimination of municipal courts in 1975. Information typically includes individual's name, case number, charge, date, plea, verdict and fine. There is no additional accumulation of these records; no audit requirements; no felony cases; and no legal, fiscal, administrative or historical value.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM Item #355

This series consists of records relating to the Federal Emergency Management Administration's voluntary Community Rating System (CRS) program, an incentive program allowing for discounted flood insurance rates for communities that

exceed minimum national flood protection standards. Records may include, but are not limited to, CRS certification forms, recertification and modification forms, flood insurance rate map determination forms, correspondence, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION: Retain for duration of participation in program.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS **Item #356**

This series consists of records documenting federally funded flood mitigation projects to reduce the long-term risk of flood damage to structures insurable under the National Flood Insurance Program. Records document such projects as elevation and retrofit of insured structures; dry floodproofing of non-residential insured structures; acquisition of insured structures and real property; relocation or demolition of insured structures; and beach nourishment activities. Projects are conducted pursuant to 42 U.S.C. 4104c, Mitigation Assistance, and 4104d, National Flood Mitigation Fund. See 44CFR, Emergency Management and Assistance.

RETENTION: Permanent.

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS **Item #357**

This series consists of records documenting the authorization process for construction of buildings in floodplains. The series may include, but is not limited to, floodplain construction authorization permit applications, flood insurance rate map information forms, floodplain maps, affidavits of no wetland alteration, Federal Emergency Management Administration elevation certificates, and other related and supporting documentation. See 44CFR, Emergency Management and Assistance.

RETENTION: Permanent.

NEWS RELEASES **Item #34**

This record series consists of news releases distributed by the agency. See also "PUBLIC INFORMATION FILES," "PUBLICATION PRODUCTION RECORDS" and "TRANSITORY MESSAGES." *These records may have archival value.*

RETENTION: 90 days. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

NOISE EXPOSURE MEASUREMENT RECORDS **Item #283**

This record series consists of studies and measurements of the noise levels to which employees are exposed by location or job classification. These documents may include incident reports, risk management assessments, and other necessary documentation demonstrating the possibility of exposure. Retention is pursuant to 29CFR1910.95(m)(3)(i), Occupational Noise Exposure – Recordkeeping - Record Retention. For audiometric test records, use the applicable PERSONNEL RECORDS item pursuant to 29CFR1910.95(m)(3)(ii).

RETENTION: 2 anniversary years.

OPERATIONAL AND STATISTICAL REPORT RECORDS **Item #124**

This record series consists of narrative and statistical reports of office operations made within and between agency departments. The reports may be periodic (daily, weekly, monthly, semi-annual, annual, etc.) or done on an ad hoc basis. The series may also include activity reports demonstrating the productivity of individual employees or the work tasks completed for a period of time (daily, weekly, hourly, etc.). These are internal agency reports used by management to monitor or improve agency administration or for reference purposes when developing broader agency reports. These are not official annual reports that each agency is required to submit to its governing authority. See also "MANAGEMENT SURVEYS/STUDIES: INTERNAL" and "PROJECT FILES" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

OPINIONS: LEGAL **Item #26**

This record series consists of written legal opinions issued by agency attorneys establishing policy or precedent and answering questions involving legal interpretation of Florida or federal law in relation to the agency's functions, responsibilities, and authority. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL (SUPPORTING DOCUMENTS)." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

Item #125

This record series consists of documentation supporting the legal opinions issued by agency attorneys. See also "LITIGATION CASE FILES" and "OPINIONS: LEGAL." *These records may have archival value.*

RETENTION: 3 fiscal years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

ORDINANCES

Item #228

This record series consists of county or municipal ordinances. Section 166.041(1)(a), *Florida Statutes*, Procedures for adoption of ordinances and resolutions, defines "ordinance" as "an official legislative action of a governing body, which action is a regulation of a general and permanent nature and enforceable as a local law." See also "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "ORDINANCES: SUPPORTING DOCUMENTS," "PROCLAMATIONS," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

ORDINANCES: SUPPORTING DOCUMENTS

Item #229

This record series consists of documentation used in formulating ordinances including, but not limited to, correspondence, studies and reports, petitions, and other supporting documentation. See also "ORDINANCES." *These records may have archival value.*

RETENTION: 5 anniversary years after adoption of ordinance. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

ORGANIZATION CHARTS

Item #126

This record series consists of organizational charts that show lines of authority and responsibility agency wide, within and between the various departments of the agency. See also "DIRECTIVES/POLICIES/PROCEDURES." *These records may have archival value.*

RETENTION: Retain until obsolete, superseded, or administrative value is lost. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

PARKING DECAL/PERMIT RECORDS: EMPLOYEES

Item #127

This record series consists of applications for parking decals or permits allowing employees to park in designated areas, lots, or spaces, along with any related documentation. See also "VEHICLE RECORDS" and "ACCESS CONTROL RECORDS."

RETENTION: 2 fiscal years after expiration or cancellation of parking privileges.

PASSPORT RECORDS: DAILY

Item #407

This record series consists of daily reports of persons applying for passports. Records may include such information as applicant's name, amount paid, and receipt number. The series may also include copies of transmittal records that are prepared and sent with completed applications when mailing to the Passport Agency.

RETENTION: 5 fiscal years.

PAYMENT CARD SENSITIVE AUTHENTICATION DATA

Item #395

This record series consists of elements of a customer's payment card data that are used to authenticate a financial transaction using that payment card (e.g., credit card, debit card). Sensitive authentication data includes those elements defined as such by the Payment Card Industry Security Standards Council in their Data Security Standard: Requirements and Security Assessment Procedures (Version 3.1, April 2015 or subsequent edition) and includes full magnetic stripe data (also known as full track, track, track 1, track 2, and magnetic-stripe data); three-digit or four-digit card verification code or value; and personal identification number (PIN) or encrypted PIN block.

RETENTION: Destroy immediately upon completion of transaction.

PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

Item #385

This record series documents court-ordered garnishment of employee wages in accordance with Chapter 77, *Florida Statutes*, Garnishment. The series may include, but is not limited to, child support records, bankruptcy records, tax levies, and any other court-ordered garnishments stating the total amount to be collected and the amount to be deducted from each payroll; copies of final judgment of continuing garnishment; collection worksheets; employee last payment details; and copies of receipt of service of garnishment.

RETENTION: 5 fiscal years after file becomes inactive.

PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS **Item #129**

This record series consists of employee authorizations for direct deductions for insurance, union dues, credit unions, savings bonds, charitable contributions, deferred compensation, day care or other purposes. See also "ELECTRONIC FUNDS TRANSFER RECORDS" and "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS."

RETENTION: 5 fiscal years after final action.

PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS **Item #183**

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 "ENCUMBRANCE/CERTIFICATION FORWARD RECORDS," "FINANCIAL TRANSACTION RECORDS: DETAIL," "FINANCIAL TRANSACTION RECORDS: SUMMARY," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

PAYROLL RECORDS: NOT POSTED **Item #214**

This record series consists of any payroll records, in any format, **not posted to an employee's retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. The lengthy retention requirement is intended to ensure the long-term availability of records needed to determine eligibility for and properly calculate post-employment benefits when such information is not available from a retirement account. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 50 calendar years.

PAYROLL RECORDS: POSTED **Item #35**

This record series consists of any payroll records, in any format, **posted to the employee's applicable retirement plan** (plus indices, if applicable). The records are used to document payment for retirement or other purposes during an employee's duration of employment, and also list each rate of pay. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "ATTENDANCE AND LEAVE RECORDS," "SOCIAL SECURITY CONTROLLED SUMMARY RECORDS," and other "PAYROLL RECORDS" items.

RETENTION: 5 fiscal years.

PAYROLL RECORDS: SUPPORTING DOCUMENTS **Item #195**

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.

RETENTION: 5 fiscal years.

PENSION RECORDS: PLAN/FUND **Item #358**

This record series consists of performance and activity reports of pension plans/funds, including data on contributions, fund gains and losses (e.g., interest/dividends earned), amounts paid, investments purchased and sold, actuarial reports, and other information regarding the performance and status of the fund.

RETENTION: 5 fiscal years.

PENSION RECORDS: RETIREES **Item #359**

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.

RETENTION: 5 fiscal years after final payment.

PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS **Item #408**

This record series consists of performance bonds or developer's cash completion bonds for work such as construction, improvements and other projects as well as for performance in office by public officials or employees. Construction-related bonds are returned to the contractor or developer once the work is completed satisfactorily or can be "cashed in" if the work is not completed satisfactorily. The series may also include supporting documentation, such as bond release letters that let the contractor or developer know the bond is released, and return letters that accompany the returned bond. If the bonds relate to a contractual agreement to which the agency is or was a party, they would fall under the applicable CONTRACTS/LEASES/ AGREEMENTS item.

RETENTION: 5 fiscal years after release, return or expiration of bond.

PERMITS: BUILDING

Item #286

This record series consists of permits issued by a governing authority for performance of construction, electric, plumbing, gas, heating/ventilation/air conditioning, or mechanical work. Included in this series are the supporting documents and other permits that may be issued for construction or improvements to existing structures. See *Florida Statutes* Chapter 125, County Government, Chapter 166, Municipalities, regarding local government permitting authority; Section 553.79, Permits; applications; issuance; inspections; and Section 95.11(3)(c), Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. **NOTE: This item does not cover permits for construction in floodplains; use NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS.** See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

RETENTION: 10 anniversary years.

PERMITS: CONFINED SPACE ENTRY

Item #284

This record series consists of confined-space entry permits provided by the employer to allow and control entry into a confined space. Permits include such information as the space to be entered; the purpose of the entry; the date and duration of authorized entry; the authorized entrants; the personnel by name currently serving as attendants; the name of the entry supervisor; the hazards of the space to be entered; the measures used to isolate the space and to control or eliminate hazards; the acceptable entry conditions; the results of the initial and periodic tests performed, the names of the testers, and the date and time of testing; the rescue and emergency services that can be summoned and how to summon them; communication procedures for entrants and attendants; equipment provided; and any additional permits such as those for hot work. Problems that are encountered during entry should be documented on the permit at the conclusion of work. Recordkeeping and retention are pursuant to 29CFR1910.146(e-f), Permit-Required Confined Spaces – Permit System/Entry Permit.

RETENTION: 1 anniversary year after cancellation of permit.

PERMITS: MINING (LOCAL GOVERNMENT)

Item #287

This record series consists of mining permits approved by the local governing board pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities. The series may include, but is not limited to, applications and supporting documents submitted by the mining company to the local development department for review as may be required by local ordinance. Supporting documentation may include such records as copies of the application; legal description including total acreage; copy of proof of ownership; consent of owner/mortgagees; aerial maps; Master Mining Plan Approval (MAMPA); Mining Operation Plan Approval (MOPA); modifications to MOPAs and MAMPAs; environmental assessment; list/copy of previous permits if applicable; list of property owners within a specific range of proposed mining site; signed agreement of access (variances); public hearing notices; meeting agendas of applicable governing board(s); correspondence; monthly blasting reports; and annual inspection reports.

RETENTION: 1 anniversary year after expiration, revocation, or denial of Certificate of Approval.

PERMITS: SIGNS (LOCAL GOVERNMENT)

Item #288

This record series consists of permits issued for installing/erecting signs, pursuant to the permitting authority granted local governments by *Florida Statutes* Chapter 125, County Government, and Chapter 166, Municipalities, and in accordance with sign permitting provisions of Chapter 479, *Florida Statutes*, Outdoor Advertising (see especially Section 479.07, *Florida Statutes*, Sign permits). Included in this series are the applications and supporting documents.

RETENTION: 3 fiscal years.

PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM

Item #19

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, copies of licensure/professional credentials, 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 "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 25 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT) Item #162

This record series consists of all personnel information relating to each employee not participating in the Florida Retirement System (FRS), including all "permanent" employees (with or without benefits). 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, copies of licensure/professional credentials, and other related materials. Agencies should ensure that any records needed beyond the stated retention to calculate post-employment benefits are retained. See also "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 50 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT Item #66

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 Eligibility Verification form), benefits records, work schedules/assignments, training records, emergency contact information, copies of licensure/professional credentials, 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 "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 3 fiscal years after any manner of separation or termination of employment.

PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION Item #378

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 "DRUG TEST CASE FILES," "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "EMPLOYMENT ELIGIBILITY VERIFICATION FORMS," "STAFF ADMINISTRATION RECORDS," and other "PERSONNEL RECORDS" items.

RETENTION: 5 fiscal years.

PETTY CASH DOCUMENTATION RECORDS Item #202

This record series consists of records documenting an agency's petty cash account including, but not limited to, receipts, bills, and monthly balances indicating amount needed for replenishing the revolving account. See also "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: 5 fiscal years.

POSITION DESCRIPTION RECORDS Item #38

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."

RETENTION: 2 anniversary years after obsolete or superseded.

POSTAGE/SHIPPING RECORDS Item #133

This record series consists of a detailed listing/report showing the amount of postage used, dates used, unused balance, and purpose. Also included in this series are postage meter books, daily balance sheets, and agency copies of shipping slips from Express Mail, United Parcel Service, Federal Express, DHL, or other express shipping services for packages shipped by the agency. See also "MAIL: REGISTERED AND CERTIFIED," "MAIL: UNDELIVERABLE/RETURNED," and "MAILING/CONTACT LISTS."

RETENTION: 3 fiscal years.

PROBATION RECORDS Item #320

This record series consists of case files of persons placed on county probation by the county courts and supervised by a county or contracted probation agency (such as the Salvation Army Correctional Services). The series may include, but is not limited to, copies of legal orders filed with the Clerk of Court; copies of records relating to the probationer's crime, sentencing, and incarceration; probation officer's case notes; probationer's periodic reports; community service records; correspondence; copies of receipts for monies collected for fines, restitution and cost of supervision; copies of evaluations and recommendations for treatment, including psychological or psychiatric reports; reports from various agencies

regarding client's progress in counseling areas such as drug, alcohol, and mental health; and certificates of completion of court requirements (e.g., training, schooling, etc.).

RETENTION: 5 calendar years after case closed.

PROCLAMATIONS

Item #142

This record series consists of a governing body's officially issued proclamations calling attention to issues of current significance or honoring groups, individuals, or past events, such as a proclamation declaring "Water Conservation Month," "Law Enforcement Appreciation Week," or "Emancipation Proclamation Day." The series may also include, but is not limited to, correspondence, memoranda, public input, sample proclamations, drafts, and letters of support. See also "CHARTERS/AMENDMENTS/BYLAWS/ CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "RESOLUTIONS." *These records may have archival value.*

RETENTION: 2 calendar years after date of issuance. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

PROJECT FILES: CAPITAL IMPROVEMENT

Item #136

This record series documents work done on capital improvement projects and/or project proposals sent out for bid. This may include, but is not limited to, correspondence, memoranda, drawings, construction and contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. "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 "PROJECT FILES: FEDERAL," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 10 fiscal years after completion or termination of project.

PROJECT FILES: FEDERAL

Item #137

This record series consists of original approved federal project contracts, agreements, awards, line item budgets, budget amendments, cash requests, correspondence, and audit reports. **NOTE:** Check with applicable federal agency and the Code of Federal Regulations (CFR) for any additional requirements. See also "GRANT FILES," "PROJECT FILES: CAPITAL IMPROVEMENT," "PROJECT FILES: NON-CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: NON-CAPITAL IMPROVEMENT

Item #138

This record series documents work done on projects and/or project proposals that may or may not be sent out for bid. This may include, but is not limited to, correspondence, memoranda, contract specifications, resolutions, narratives, budget revisions, survey information, change orders, and reports. See also "PROJECT FILES: FEDERAL," "PROJECT FILES: CAPITAL IMPROVEMENT," and "VOUCHERS: FEDERAL PROJECTS PAID."

RETENTION: 5 fiscal years after completion or termination of project.

PROJECT FILES: OPERATIONAL

Item #291

This record series documents projects conducted by agencies in connection with agency operations, programs, and functions. The records may include, but are not limited to: project schedules, logs, and reports; correspondence relating to the project; names of employees involved in project; equipment/supplies used; project costs; and other related information.

RETENTION: 3 fiscal years after completion or termination of project.

PROMOTION/TRANSFER REQUEST RECORDS

Item #139

This record series documents employee requests for transfer or promotion within the agency. The series may include, but is not limited to, requests for promotion or transfer, copies of employment applications, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

RETENTION: 4 anniversary years after personnel action, provided any litigation is resolved, or 4 anniversary years after expiration of the request period if no vacancy occurs prior to expiration.

PROPERTY CONTROL RECORDS

Item #222

This record series documents all agency property of a non-consumable nature. The records may provide such information as the class and type, number of units, make, manufacturer, year, model, manufacturer's serial number or other identifying marker attached to the property, the value or cost of the property, date acquired, the location, custodian, date of inventory, condition of property, final detailed disposition of property, and any additional information that may be necessary. The series may include a copy of the property transfer record completed when the property or equipment is relocated,

transferred, surplus, sold, scrapped, traded in, abandoned, or stolen. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY TRANSFER RECORDS."

RETENTION: Retain until completion of the next physical inventory after the equipment leaves service.

PROPERTY TRANSFER RECORDS

Item #41

This record series documents the transfer of property or equipment that is relocated, transferred to another agency/office, surplus, sold, scrapped, traded in, abandoned, or stolen. This series does not include records documenting real property transfers. See also "INVENTORY: AGENCY PROPERTY" and "PROPERTY CONTROL RECORDS."

RETENTION: 1 fiscal year provided an updated physical inventory has been completed.

PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

Item #426

This record series consists of records documenting administrative policies, practices and procedures relating to managing protected health information held by covered entities. The series includes access provider records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to or amendment of protected health information; privacy practices records documenting a covered entity's policies and procedures for safeguarding the privacy and security of protected electronic health information, including revisions to policies and procedures and any correspondence relating to the policies or their revision; and privacy practices violation records documenting all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition of any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45CFR164, Security and Privacy. Retention is pursuant to 45CFR164.530(j)(2), Administrative requirements, Implementation specification: Retention period. See also "PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS" and "HIPAA" items.

RETENTION: 6 anniversary years from the date of creation or from the date when it was last in effect, whichever is later.

PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

Item #328

This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45CFR164.528(b), Accounting of disclosures of protected health information, Implementation specifications: Content of the accounting, and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure. Retention is pursuant to 45CFR164.528(a), Accounting of disclosures of protected health information, Standard: Right to an accounting of disclosures of protected health information (specifically subsections (1) and (3)). See also "PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS" and "HIPAA" items.

RETENTION: 6 anniversary years from date of disclosure.

PUBLIC DEPOSITOR ANNUAL REPORT RECORDS

Item #389

This record series consists of the agency's copies of the Public Depositor Annual Report to the Chief Financial Officer (Form DFS-J1-1009 or equivalent Department of Financial Services form or predecessor form), also known as the Public Depositor Report to the Treasurer, submitted annually to the Chief Financial Officer, State of Florida pursuant to Section 280.17(6), *Florida Statutes*, Requirements for public depositors; notice to public depositors and governmental units; loss of protection. This series may also include documentation of authorization to execute this report. Pursuant to Rule 69C-2.032, *Florida Administrative Code*, Execution of Forms, Proof of Authorization, documentation of authorization may include copies of minutes of board meetings, charters, constitutions, bylaws, and evidence of incumbency.

RETENTION: 5 fiscal years.

PUBLIC INFORMATION FILES

Item #128

This record series documents an agency's efforts to disseminate information to the public about its programs and services through such activities as speeches, presentations, exhibits, displays, social media involvement and other activities. The series may include, but is not limited to, speeches (including outlines, speaking points and drafts), photographs or other illustrations used in agency publications or displays, applicable social media posts, and examples of brochures, handouts, or other items meant for public distribution. **NOTE:** Stocks of agency publications (e.g., brochures, pamphlets, handbooks, etc.) are not included in this series. See also "NEWS RELEASES" and "PUBLICATION PRODUCTION RECORDS."

These records may have archival value.

RETENTION: 90 days. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

PUBLIC PROGRAM/EVENT RECORDS

Item #238

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.

RETENTION: 5 fiscal years after completion of contract or program/event, whichever is later.

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

Item #392

This record series consists of written requests from individuals to agencies notifying them of personal information in public records that is exempt from public disclosure. The series may include, but is not limited to, notifications that an individual has exempt status under *Florida Statutes* Section 119.071, General exemptions from inspection or copying of public records; Section 493.6122, Private Investigative, Private Security, and Repossession Services; and Section 741.465, Public records exemption for the Address Confidentiality Program for Victims of Domestic Violence; and other applicable sections. The series may also include redaction requests to the Clerk of Court to remove confidential and/or exempt information from the Official Records and/or other public records held by the clerk.

RETENTION: Retain until disposition of record(s) to which notification or request relates or until request is withdrawn or exemption no longer applies, whichever is applicable.

PUBLICATION PRODUCTION RECORDS

Item #198

This record series consists of records used to generate publications such as catalogs, pamphlets, leaflets, and other media items. The series may include, but is not limited to, rough, blue lined, camera-ready, and final copies, as well as illustrations (e.g., cropped photographs). See also "NEWS RELEASES" and "PUBLIC INFORMATION FILES."

RETENTION: Retain until receipt of final, published copy or cancellation of publication project.

PURCHASING RECORDS

Item #42

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 "FINANCIAL TRANSACTION RECORDS: DETAIL."

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

RADIO LOGS

Item #292

This record series consists of a log recording such information as the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller. These logs may be used for police, fire, EMS, or other radio dispatch operations including road and bridge or development departments. See also "911 COMMUNICATIONS RECORDS," "911 RECORDS: LOGS" and "COMMUNICATIONS AUDIO RECORDINGS."

RETENTION: 1 fiscal year.

RAIN CHECKS

Item #293

This record series documents rain checks issued to persons who have paid a fee or charge for an event, service, activity, or commodity that cannot be provided as scheduled. The records provide such information as date rain check was issued, event or item to be provided, expiration date, any limitations on use of the rain check, and name of the staff member issuing the rain check.

RETENTION: 3 fiscal years.

REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

Item #364

This record series documents the demolition and clearance of buildings deemed unfit for occupancy or condemned. The series may include, but is not limited to, demolition orders, inspection reports, notices to property owners, and copies of any related court documents.

RETENTION: 5 anniversary years after final action.

REAL PROPERTY RECORDS: PROPERTY ACQUIRED

Item #172

This record series consists of documents pertaining to real property acquired by a government agency. The series may include, but is not limited to, agency property deeds, appraisals, surveys, copies of building plans or blueprints, records of sale or other disposition of the property, and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED."

RETENTION: 3 fiscal years after termination of agency's ownership of the real property.

REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

Item #164

This record series consists of documents pertaining to real property considered for acquisition but not acquired by a government agency. The series may include, but is not limited to, appraisals, surveys and other supporting documents. See also "REAL PROPERTY RECORDS: PROPERTY ACQUIRED."

RETENTION: 3 fiscal years.

RECORDS DISPOSITION DOCUMENTATION

Item #45

This record series documents the agency's disposition of its public records. Agencies are required to maintain internal documentation of records dispositions pursuant to Rule 1B-24.003(9)(d), *Florida Administrative Code*, which states in part that, "For each record series being disposed of, agencies shall identify and document the following: 1. Records retention schedule number; 2. Item number; 3. Record series title; 4. Inclusive dates of the records; 5. Volume in cubic feet for paper records; for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form; and 6. Disposition action (manner of disposition) and date." Disposition may include either destruction of records or transfer of legal custodianship of the records to another agency. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION: Permanent.

RECORDS MANAGEMENT COMPLIANCE STATEMENTS

Item #322

This record series consists of the agency's copy of records management compliance statements submitted annually to the Department of State, Records Management Program. The statements indicate the agency's compliance or non-compliance with Florida's public records management statutes and *Florida Administrative Code* rules, including documentation of the quantity of records dispositions and the agency's designated Records Management Liaison Officer. Compliance reporting is required pursuant to Rule 1B-24.003(11), *Florida Administrative Code*, which requires that, "Each agency shall submit to the Division, once a year, a signed statement attesting to the agency's compliance with records disposition laws, rules, and procedures." See also "RECORDS DISPOSITION DOCUMENTATION" and "RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC."

RETENTION: 1 fiscal year.

RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

Item #68

This record series consists of copies of records retention schedules approved by the Department of State, Records Management Program for records that are specific to an individual agency's programs and activities and are not covered by a general records retention schedule. Agency-specific retention schedules are established pursuant to Rule 1B-24.003(1)-(8), *Florida Administrative Code*, Section 119.021(2)(a), *Florida Statutes*, and Section 257.36(6), *Florida Statutes*. See also "RECORDS MANAGEMENT COMPLIANCE STATEMENTS" and "RECORDS DISPOSITION DOCUMENTATION."

RETENTION: Permanent.

RECORDS RETRIEVAL/REFERENCE RECORDS

Item #295

This record series documents the retrieval and refile of records stored in a records management or archival facility. The series may include, but is not limited to, reference or retrieval requests/work orders, refile requests/work orders, and pull slips and/or "out cards." The records may indicate such information as name of requesting party; specific records retrieved; date of retrieval and/or delivery to requesting party; by whom retrieved/delivered; date records returned/refiled and by whom; whether anything was missing; and any additional information.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)

Item #427

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances not requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 1 anniversary year after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)

Item #428

This record series consists of application files for registrations, permits, licenses or certifications as required by city or county code/ordinances requiring a permitting fee. The records may relate to a wide variety of issues or activities, including, but not limited to: special events and/or temporary street closures for such activities as construction on private

property, repairs, parades, street parties, garage/yard sales, temporary signs, and other events; contractors authorized to work within the city or county; small businesses; abandoned or foreclosed real property; residential rental property; residential or public parking; solicitors or peddlers; bicycles; tree removal; and construction or demolition debris disposal. The series may include, but is not limited to, applications, affidavits and other supporting documentation as required by the code/ordinance.

RETENTION: 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

RESOLUTIONS

Item #297

This record series consists of formal expressions of opinion, intention or decision by a governing body concerning administrative matters before the governing body or relating to the governing body's areas of responsibility. See also "RESOLUTIONS: SUPPORTING DOCUMENTS," "CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS," "DIRECTIVES/POLICIES/PROCEDURES," "ORDINANCES," and "PROCLAMATIONS." *These records may have archival value.*

RETENTION: Permanent. *State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.*

RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS

Item #429

This record series consists of formal expressions of opinion, intention or decision by a special district *established by local ordinance or resolution*, agency support organization or non-policy advisory board concerning administrative matters before that body or relating to its area of responsibility. *These records may have archival value.*

RETENTION: 10 anniversary years. *State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.*

RESOLUTIONS: SUPPORTING DOCUMENTS

Item #143

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" and "RESOLUTIONS."

RETENTION: 3 calendar years after date of resolution.

RESPIRATOR FIT TESTING RECORDS

Item #298

This record series documents an agency's compliance with Occupational Safety and Health Administration (OSHA) requirements for fit testing procedures for respirators in "any workplace where respirators are necessary to protect the health of the employee or whenever respirators are required by the employer . . ." (29CFR1910.134(c)(1), Respiratory protection program). The records provide such information as: the protocol selected for respirator fit testing; name or identification of each employee tested; type of fit test performed; specific make, model, style, and size of respirators tested; date of test; and test results. Recordkeeping and retention requirements for these records are pursuant to 29CFR1910.134(m), Respiratory Protection - Recordkeeping.

RETENTION: Retain until the next fit test is administered OR 4 anniversary years after any manner of separation or termination of employment or agency no longer required to conduct fit testing, whichever is later.

REVENUE SHARING APPLICATIONS

Item #388

This record series consists of the agency's copies of Revenue Sharing Applications (Form DR-700218 or equivalent DOR form) submitted annually to the Florida Department of Revenue pursuant to Rule 12-10.008(3), *Florida Administrative Code*, State Revenue Sharing, Administration. Refer to Chapter 218, Part II, *Florida Statutes*, Revenue Sharing Act of 1972. The Department of Revenue no longer requires annual submission of this application.

RETENTION: 5 fiscal years.

RIGHT-OF-WAY PERMIT RECORDS

Item #430

This record series consists of permits issued for construction in or use of the right of way. Uses for which permits may be issued for include, but are not limited to, performance of construction or installation of underground electric, gas, cable television, or telephone lines and other long term or permanent usage of the right of way, or temporary placement of heavy equipment for construction or building maintenance and temporary commercial dumpsters. The series may include, but is not limited to, list of restrictions and inspection information; application for right of way; copy of the permit; inspection report; start work notice; and other related documentation.

RETENTION: 5 fiscal years **or** as long as right of way is being used for permitted purpose, whichever is longer.

RULE DEVELOPMENT FILES

Item #367

This record series documents the development and approval process for *Florida Administrative Code* rules developed by state agencies. The series may include, but is not limited to, correspondence, surveys, and research materials used in developing the rule; *Florida Administrative Register* or *Florida Administrative Weekly* notices and announcements; comments from interested parties; documents referenced in the rule; and approval documentation. The final rule is published in the *Florida Administrative Code*. Retention is pursuant to Section 120.54(8), *Florida Statutes*.

RETENTION: Retain as long as rule is in effect.

RULE REPORTING FILES

Item #431

This record series consists of agency reports to the Legislature documenting the agency's review and revision of their *Florida Administrative Code* rules and identifying rules they propose to adopt in the next fiscal year. Reports are required by Section 120.74, *Florida Statutes*, Agency review, revision, and report.

RETENTION: 10 fiscal years.

SALARY COMPARISON REPORTS

Item #49

This record series consists of reports compiled for reference purposes to provide employees with a method of comparing their job descriptions, educational requirements, and salaries with similar positions within the agency and in outside agencies. See also "POSITION DESCRIPTION RECORDS" and "SALARY SCHEDULES." ***These records may have archival value.***

RETENTION: 1 fiscal year. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SALARY SCHEDULES

Item #240

This record series consists of a list or report indicating the salary classification/range for each position or pay grade in an agency. See also "POSITION DESCRIPTION RECORDS" and "SALARY COMPARISON REPORTS." ***These records may have archival value.***

RETENTION: 10 fiscal years. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

SALES/USE/LOCAL OPTION TAX RECORDS

Item #368

This record series consists of the agency's copies of monthly or quarterly Sales and Use Tax Returns (DR-15, DR-15EZ, or equivalent) submitted to the Department of Revenue per Chapter 212, *Florida Statutes*, Tax On Sales, Use, And Other Transactions.

RETENTION: 5 fiscal years.

SECURITY BREACH NOTICE RECORDS

Item #432

This records series consists of security breach notices submitted to the Florida Department of Legal Affairs as required by Section 501.171(3)(a), *Florida Statutes*, Security of confidential personal information. The series provides such information as a synopsis of the events surrounding the breach; the number of individuals affected by the breach; any services being offered related to the breach; a copy of the notice sent to affected individuals; copies of police reports; copies of policies in place regarding breaches; and steps that have been taken to rectify the breach.

RETENTION: 5 fiscal years after date of determination that no identify theft or financial harm resulted from the breach **OR** 2 anniversary years after last payment in a transaction involved in a violation, whichever is later.

SECURITY SCREENING RECORDS

Item #369

This record series consists of records documenting security screenings/background checks conducted on individuals who are ***not employees or candidates for employment*** (for instance, vendors or couriers at ports, contractors who need site access, etc.). Records may include, but are not limited to, requests for and results of background and driver's license checks, fingerprints, copies of driver's licenses, and any other supporting documentation. **NOTE: Public schools** must use General Records Schedule GS-7, Item #142, Security Screening Records, which applies to employees and non-employees and requires a longer retention in accordance with *Florida Statutes*.

RETENTION: 2 anniversary years after receiving results of screening or termination of individual's access and any litigation is resolved, whichever is later.

SIGNATURE AUTHORIZATION RECORDS

Item #300

This record series consists of forms authorizing individuals to sign purchase orders, credit cards/receipts, or paychecks, to accept packages requiring a signature, or to sign off on other types of agency business. See also "FINANCIAL ACCOUNT AUTHORIZATION RECORDS."

RETENTION: 1 fiscal year after obsolete or superseded.

SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS

Item #411

This record series documents employee administrative access rights to an official agency account on a social media site including, but not limited to, Facebook, Twitter, YouTube, or an agency blog. Social media account authorizations allow authorized employees to create and maintain a specified account and content for that account. The series may include, but is not limited to, social media account information, authorization records, access rights records, and other related records.

RETENTION: 1 anniversary year after superseded or employee separates from employment.

SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

Item #144

This record series consists of an agency's copy of the State's Federal Insurance Contributions Act (FICA) report; Florida Retirement System agencies submit these reports to the Division of Retirement. The report indicates the total taxable wages plus the FICA amount withheld from employee wages and the employer's contribution. See also "PAYROLL RECORDS" items.

RETENTION: 4 calendar years after due date of tax.

SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS

Item #370

This record series consists of electronic mail items identified by an agency's filtering system as spam or junk mail that are blocked from entering users' mailboxes and instead are journaled, or captured as an audit log along with their associated tracking information, as evidence of illegal or improper acts. The journaling records lose their value within a brief period after their capture unless it is determined that they should be forwarded to a law enforcement agency for investigation.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

STAFF ADMINISTRATION RECORDS

Item #371

This record series consists of documentation maintained in program offices, often by supervisors or program managers, to assist in managing office staff and monitoring personnel issues. Records may include, but are not limited to, copies of position descriptions, performance plans, performance and disciplinary documentation, leave requests, emergency contact information, and other documents filed in the agency's official personnel file, as well as location information, biographical materials such as vitae, biographies, photographs, and newspaper clippings regarding employees. These files are NOT Personnel Files or duplicates thereof, although some documents officially filed in the Personnel File might be duplicated in this record series. See also "DISCIPLINARY CASE FILES: EMPLOYEES," "EMPLOYEE CONDUCT COUNSELING RECORDS," and "PERSONNEL RECORDS" items.

RETENTION: Retain until obsolete, superseded, or administrative value is lost, then *offer to personnel/human resources office before disposition*.

STORAGE TANK RECORDS

Item #412

This record series documents the registration and maintenance of storage tanks in compliance with requirements for petroleum and hazardous substance tanks regulated by the Florida Department of Environmental Protection. The series may include, but is not limited to, annual storage tank registration certificates and/or placards; certification of responsibility; certificate of financial responsibility; storage tank registration account statements; insurance policies; annual site inspection records; and correspondence. Records created pursuant to Chapter 376, *Florida Statutes*, Pollutant Discharge Prevention and Removal; Rule 62-761, *Florida Administrative Code*, Underground Storage Tank Systems; and Rule 62-762, *Florida Administrative Code*, Aboveground Storage Tank Systems.

RETENTION: Retain for life of tank.

SUBDIVISION PLANS

Item #301

This record series consists of final and as-built construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. The plans/drawings are reviewed to ensure compliance with codes and ordinances. Any proposed construction involving state right of way is also reviewed by the Department of Transportation. The plans/drawings may depict conceptual as well as precise measured information essential for the planning and construction of subdivisions. The series may also include, but is not limited to: Master Plan; Water Distribution; Site Topography; Drainage Plan; Standard Water Details; Road Construction Details; Sign Details; and Control Maps. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS."

RETENTION: Permanent.

SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS

Item #433

This record series consists of preliminary construction plans/drawings and legal descriptions submitted by developers for proposed and approved subdivisions. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ENGINEERING RECORDS: INFRASTRUCTURE" and "SUBDIVISION PLANS."

RETENTION: 10 anniversary years.

SUBJECT/REFERENCE FILES

Item #373

This record series may contain copies of correspondence, reports, memoranda, studies, articles, or other documentation regarding topics of interest to or addressed by an agency or program unit and maintained as a reference resource for the convenience of staff. See also "ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER." **These records may have archival value.**

RETENTION: Retain until obsolete, superseded, or administrative value is lost. **State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.**

SUBPOENAS

Item #374

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.

RETENTION: 1 anniversary year after compliance date specified in subpoena.

SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS

Item #386

This record series consists of Sunshine State One-Call of Florida locate ticket records requesting underground facilities to locate underground utilities prior to excavation. Information in the records includes, but is not limited to, the excavator contact information, the specific type of work to be performed, date and location of the proposed excavation, and notification to the requestor that the utilities are clear or that the utility lines have been physically marked. This record series pertains to copies of records maintained for use by the agency's locator technicians. Sunshine State One-Call of Florida, Inc. is required to retain the records, including information about each notification of excavation, for 5 years pursuant to Section 556.105(2), *Florida Statutes*. Refer to Chapter 556, *Florida Statutes*, Underground Facility Damage Prevention and Safety and 29 CFR 1926.651, Specific excavation requirements.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

SURVEILLANCE RECORDINGS

Item #302

This record series consists of surveillance recordings created by public agencies to monitor activities and document incidents. The series may include, but is not limited to, recordings showing the inside and/or outside of public buildings; public property (including in public vehicles such as school buses and municipal buses); public roadways such as intersections monitored by red light cameras; and broad views created via aerial surveillance such as from drones or helicopters. Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which images should be retained for further investigation. Recordings relating to law enforcement investigations should be filed with the applicable CRIMINAL INVESTIGATIVE RECORDS item in the *General Records Schedule GS2 for Law Enforcement, Correctional Facilities and District Medical Examiners*.

RETENTION: 30 days.

SURVEYS: AERIAL

Item #303

This record series consists of aerial survey records including, but not limited to, negatives, prints, and supporting documentation.

RETENTION: Permanent.

TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

Item #304

This record series documents review and approval or denial of applications for economic development ad valorem property tax exemptions in accordance with Section 196.1995, *Florida Statutes*, Economic Development Ad Valorem Tax Exemption. The series includes Department of Revenue Form DR-418 (or equivalent DOR form) listing and describing the property for which the exemption is claimed and certifying its ownership and use; the report of the County Property Appraiser regarding the application; and any related documentation.

RETENTION: 5 fiscal years.

TELEPHONE CALL RECORDS

Item #28

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.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TOURIST DEVELOPMENT TAX COLLECTION RECORDS

Item #305

This record series documents the collection of the levy that is imposed by counties on persons who rent, lease, or let for consideration any living quarters or accommodations in any hotel, apartment hotel, motel, resort motel, apartment, apartment motel, roominghouse, mobile home park, recreational vehicle park, or condominium for a term of six (6) months

or less. Refer to Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement, and Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years.

TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS

Item #413

This record series consists of applications or registrations for a tourist development tax account from hotels, motels, or other businesses providing rentals for a term of six months or less. The applications/registrations are received by certain counties that require those businesses to collect a tourist development tax as authorized by Section 125.0104, *Florida Statutes*, Tourist development tax; procedure for levying; authorized uses; referendum; enforcement. Retention pursuant to Section 95.091, *Florida Statutes*, Statute of Limitations on actions to collect taxes.

RETENTION: 5 fiscal years after account no longer active.

TRAFFIC ACCIDENT REPORTS

Item #306

This record series consists of copies of traffic accident reports received from law enforcement agencies and used in agency studies to determine if a traffic light, stop sign, caution light, or other traffic control device should be placed at an intersection, street, or other roadway. The series may also include an index to the reports to assist the agency in providing information to citizens or other agencies regarding the number of accidents at a particular intersection, street, etc., over a specified period of time. The index may include, but is not limited to, the road/street name, the number of accidents for a particular street, and other related information.

RETENTION: 4 calendar years.

TRAINING MATERIAL RECORDS

Item #147

This record series consists of materials used in training, such as films, slide presentations, manuals, workbooks, and other related items. Check with applicable training agencies (i.e., state and federal agencies, etc.) for retention requirements. This record series does not include records documenting training of individuals. ***These records may have archival value.***

RETENTION: Retain until obsolete, superseded, or administrative value is lost. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

TRANSITORY MESSAGES

Item #146

This record series consists of records that are created primarily to communicate information of short-term value.

“Transitory” refers to short-term value based upon the content and purpose of the message, not the format or technology used to transmit it. Examples of transitory messages include, but are not limited to, reminders to employees about scheduled meetings or appointments; most telephone messages (whether in paper, voice mail, or other electronic form); announcements of office events such as holiday parties or group lunches; recipient copies of announcements of agency sponsored events such as exhibits, lectures or workshops; and news releases received by the agency strictly for informational purposes and unrelated to agency programs or activities. Transitory messages are not intended to formalize or perpetuate knowledge and do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt.

RETENTION: Retain until obsolete, superseded, or administrative value is lost.

TRAVEL RECORDS

Item #52

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 “FINANCIAL TRANSACTION RECORDS: DETAIL.”

RETENTION: 5 fiscal years.

TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES

Item #375

This series documents each local taxing authority’s compliance with Florida’s Truth-in-Millage statutory requirements relating to proposed tax assessments and millage rates. The series may include, but is not limited to, copies of the following: forms submitted to the Department of Revenue such as DR-420 Certification of Taxable Value, DR-420S Certification of School Taxable Value, DR-422 Certification of Final Taxable Value, and DR-487 Certification of Compliance, or their equivalent forms; copies of public hearing agendas and/or minutes; copies of ordinances or resolutions adopting the final millage rate and the final budget; and newspaper page(s) containing, and proof of publication from the newspapers for, any related legal advertisements such as the Budget Summary Advertisement, Notice of Proposed Tax Increase, Notice of Budget Hearing, Notice of Tax for School Capital Outlay (for schools), Amended Notice of Tax for School Capital Outlay, and (for counties) Notice – Tax Impact of Value Adjustment Board (Form DR-529). Records are created and submitted pursuant to Chapter 200, *Florida Statutes*, Determination of Millage.

RETENTION: 5 fiscal years.

UNCLAIMED PROPERTY RECORDS

Item #309

This record series consists of agency copies of the Report of Unclaimed Property submitted to the Department of Financial Services as required by Section 717.117, *Florida Statutes*, for the registration of unclaimed or abandoned tangible or intangible property. Section 717.1311(1), *Florida Statutes*, Disposition of Unclaimed Property – Retention of Records, requires agencies holding unclaimed or abandoned property to maintain records of the specific type of property, amount, name, and last known address of the owner for five years after the property becomes reportable.

RETENTION: 5 anniversary years after the property becomes reportable.

UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS

Item #149

This record series consists of the agency's copies of Employers Quarterly Reports (UCT-6) or other reports to the Department of Revenue as required by Rule 73B-10.025, *Florida Administrative Code*, Reports Required of Liable Employers. The reports provide the name of each employee, employee number, amount of wages paid during the quarter subject to unemployment benefits, social security number, number of weeks covered, and other information used in determining unemployment/reemployment assistance benefits due to applicants. The series may also include receipts and statements of charges. Retention is pursuant to Section 443.141(4)(f), *Florida Statutes*, which states, "The collection of any contribution, reimbursement, interest, or penalty due under this chapter is not enforceable by civil action, warrant, claim, or other means unless the notice of lien is filed with the clerk of the circuit court as described in subsection (3) within 5 years after the date the contribution, reimbursement, interest, and penalty were due."

RETENTION: 5 fiscal years.

VEHICLE ACCIDENT RECORDS

Item #78

This record series consists of all transportation accident reports, general correspondence, and property receipts concerning fatality or non-fatality accidents involving employees in an agency vehicle or in their own vehicle, including ground or water vehicles, during the course of agency business. The series includes information on vehicles involved, occupants, time, and circumstances. This record series is not the official law enforcement agency documentation of traffic accidents. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "INJURY/ILLNESS RECORDS," "WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION: 4 anniversary years.

VEHICLE LOCATOR RECORDS

Item #414

This record series consists of records used to track agency vehicles. These records might reside in an automated system such as a Computer Aided Dispatch (CAD) system or in some other format. Since these records may relate to prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which records should be retained beyond the minimum. These records may become part of disciplinary case files.

RETENTION: 30 days.

VEHICLE RECORDS

Item #154

This record series consists of records documenting each vehicle owned by the agency including, but not limited to, vehicle registration papers, copy of the title, inspection information, maintenance agreements, credit card information, confidential tag issuance information, and any other information relating to the vehicle. See also "VEHICLE ACCIDENT RECORDS," "EQUIPMENT/VEHICLE MAINTENANCE RECORDS," and "EQUIPMENT/VEHICLE USAGE RECORDS."

RETENTION: 1 anniversary year after disposition of vehicle.

VENDOR FILES

Item #97

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.

RETENTION: 3 fiscal years.

VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT

Item #243

This record series consists of written responses to requests received for verification of employment at an agency or of enrollment/attendance at an educational institution. The record series may also include logs recording the number of telephone inquiries for such verification and responses that are made verbally over the telephone.

RETENTION: 90 days.

VISITOR/ENTRY RECORDS

Item #54

This record series consists of logs or other records documenting visitors' and employees' entry into an agency's building or other facility. The records may include such information as time, date, name, signature, reason for visit, and location and/or person visited. See also "ACCESS CONTROL RECORDS."

RETENTION: 30 days.

VOUCHERS: FEDERAL PROJECTS PAID

Item #156

This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements. See also "PROJECT FILES: FEDERAL."

RETENTION: 5 fiscal years after completion or termination of project.

WHISTLE BLOWER INVESTIGATIVE RECORDS

Item #376

This record series consists of complete case files of both substantiated and unsubstantiated formal and informal "Whistle Blower" cases investigated or released by the Office of the Inspector General of any agency or by the agency official authorized to conduct such an investigation. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint (the Whistle Blower(s)), employees, witnesses, anonymous complainants, or others; complete case file history; letters; determinations; final reports; and executive summaries. Refer to *Florida Statutes* Section 14.32, Office of Chief Inspector General; Section 20.055, Agency inspectors general; and Sections 112.3187-31895 regarding investigation requirements and procedures. See also "INVESTIGATIVE RECORDS: INSPECTOR GENERAL." ***These records may have archival value.***

RETENTION: 5 anniversary years after case closed or conclusion of any litigation that may ensue. ***State agencies must contact the State Archives of Florida for archival review before disposition of records. Other agencies should ensure appropriate preservation of records determined to have long-term historical value.***

WORK ORDERS

Item #141

This record series documents requests for major or minor maintenance or service requiring that a work order be generated. The work order may include such information as dates, locations, cost of labor, hours worked, equipment cost per hour, material used and cost, and other pertinent details. This item does not include equipment maintenance records. For record copies of payment information, use "FINANCIAL TRANSACTION RECORDS: DETAIL." See also "EQUIPMENT/VEHICLE MAINTENANCE RECORDS."

RETENTION: 3 fiscal years.

WORK SCHEDULES

Item #289

This record series consists of work scheduling documentation for employees, including shift or part time employees. These records may provide such information as hours scheduled to work, assignments, the switching of hours with another employee, the location or route of work assignment, and anticipated starting and ending times.

RETENTION: 1 fiscal year after obsolete or superseded.

WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

Item #55

This record series documents employers' efforts to comply with workers' compensation reporting laws and rules. The series may include, but is not limited to, proof of coverage; self-insured reports; first report of injury or illness forms and associated documentation; Occupational Safety and Health Administration (OSHA) Form 300 and 300A, Log and Summary of Work-Related Injuries and Illnesses; OSHA Form 301, Injury and Illness Incident Report; any equivalent or predecessor OSHA forms; and state form DFS-F2-DWC-1 (First Report of Injury or Illness) or equivalent or predecessor state forms. Retention is pursuant to OSHA's recordkeeping rule, 29CFR1904.33, Recording and Reporting Occupational Injuries and Illnesses – Retention and Updating. See also "INJURY/ILLNESS RECORDS," "INSURANCE RECORDS: AGENCY" and the applicable PERSONNEL RECORDS item.

RETENTION: 5 calendar years.

ZONING VARIANCE RECORDS

Item #312

This record series documents actions taken on requests for zoning variances, including the zoning variance request, a copy of the final disposition, and other related documentation. This series includes records relating to temporary special exception zoning variances.

RETENTION: Permanent.

911 COMMUNICATIONS RECORDS

Item #434

This record series consists of 911 communications to and from a dispatch office or agency. The records might be in the form of recorded telephone calls, text messages or other communication formats and include the complete contents of the communication. Since these records may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place establishing criteria for which recordings should be retained for further investigation. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 RECORDS: LOGS."

RETENTION: 30 days.

911 RECORDS: LOGS

Item #377

This record series consists of a daily listing of 911 telephone calls received indicating time, address, complaint, officer handling the call, handling time, telephone number called from, remarks, and reference signal. This may or may not include a verbatim transcript of the 911 audio recording. The log may be generated from an automated system, such as the Automatic Number Indicator System (ANI). Since these recordings may play an integral part in prosecution or disciplinary actions, agencies are responsible for ensuring that internal management policies are in place to ensure records are retained as long as necessary for these purposes. See also "COMMUNICATIONS AUDIO RECORDINGS," "RADIO LOGS" and "911 COMMUNICATIONS RECORDS."

RETENTION: 1 anniversary year after call received.

CROSS-REFERENCE

- ACCESSION RECORDS: LIBRARY
use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records
- ACCIDENT RECORDS
use VEHICLE ACCIDENT RECORDS
- ACCOUNTS PAYABLE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL
- ACCOUNTS PAYABLE: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
- ACCOUNTS PAYABLE/RECEIVABLE SUMMARY RECORDS
use FINANCIAL TRANSACTION RECORDS: SUMMARY
- ACCOUNTS PAYABLE/RECEIVABLE RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY
- ACCOUNTS RECEIVABLE RECORDS
use FINANCIAL TRANSACTION RECORDS: DETAIL
- ACCOUNTS RECEIVABLE: SUPPORTING DOCUMENTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
- ACQUISITION RECORDS: LIBRARY
use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records
- ACTIVITY REPORTS
use OPERATIONAL AND STATISTICAL REPORT RECORDS
- AD VALOREM TAX RECORDS
use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)
- ADMINISTRATIVE RECORDS: AGENCY/PROGRAM HEADS
use ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
- ADVERTISEMENTS: JOB (DISCRIMINATION CHARGES FILED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- ADVERTISEMENTS: JOB (NO DISCRIMINATION CHARGES FILED)
use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- AERIAL SURVEYS
use SURVEYS: AERIAL
- AGENDAS
use MINUTES: OFFICIAL MEETINGS
- AGREEMENTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY
- AGREEMENTS: NON-CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT
- AMENDMENTS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

*****CROSS-REFERENCE*****

ANNUAL BUDGETS

use BUDGET RECORDS: APPROVED ANNUAL BUDGET
or BUDGET RECORDS: SUPPORTING DOCUMENTS

ANNUAL FINANCIAL REPORTS

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS
or FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

ANNUAL LEDGERS

use FINANCIAL HISTORY SUMMARY RECORDS

APPLICATIONS: EMPLOYMENT (NOT HIRED)

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

APPLICATIONS: LIBRARY CARDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

APPLICATIONS FOR REVENUE SHARING

use REVENUE SHARING APPLICATIONS

APPRAISALS: LAND (NOT PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

APPRAISALS: LAND (PURCHASED)

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

ARCHITECTURAL PLANS/SPECIFICATIONS: PRELIMINARY DRAWINGS

use ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS

ATTENDANCE RECORDS: LEAVE

use ATTENDANCE AND LEAVE RECORDS

ATTENDANCE RECORDS: LEAVE INDEX

use ATTENDANCE AND LEAVE RECORDS

AUDIO RECORDINGS OF OFFICIAL MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

AUTOPSY/MEDICAL EXAMINER PAYMENT RECORDS: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BACKGROUND/SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS: NON-EMPLOYEES for non-employees

BAD CHECK RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BALANCE SHEETS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK ACCOUNT AUTHORIZATION RECORDS

use FINANCIAL ACCOUNT AUTHORIZATION RECORDS

BANK RECONCILIATIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BANK STATEMENTS: RECONCILIATIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL

*****CROSS-REFERENCE*****

BANK/FINANCIAL ACCOUNT STATEMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BARGAINING RECORDS: SUPPORTING DOCUMENTS

use BARGAINING RECORDS

BEQUESTS

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

BIOGRAPHICAL FILES

use STAFF ADMINISTRATION RECORDS

BOND ADMINISTRATION RECORDS

use BOND FINANCING ADMINISTRATIVE RECORDS

BOND REGISTERS

use BOND FINANCING ADMINISTRATIVE RECORDS

BONDS AND BOND INTEREST COUPONS

use BOND FINANCING ADMINISTRATIVE RECORDS

BONDS, PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

BONUS RECORDS: PEER REVIEW EVALUATIONS

use BONUS/AWARD RECORDS: EMPLOYEES

BREATH ALCOHOL RECORDS

use DRUG TEST CASE FILES

or PERSONNEL RECORDS

BRIDGE INSPECTION RECORDS

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

BUDGET TRANSFER FORMS

use FINANCIAL TRANSACTION RECORDS: DETAIL

BUILDING CODE BOARD ADJUSTMENT HEARING CASE FILES

use ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)

or ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)

BUILDING CODE BOARD AGENDAS

use MINUTES: OFFICIAL MEETINGS

BUILDING PERMIT APPLICATIONS

use PERMITS: BUILDING

or ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN

BUILDING PERMITS

use PERMITS: BUILDING

BUILDING PLANS: COMMERCIAL

use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

BUILDING PLANS: RESIDENTIAL

use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

MINORITY BUSINESS CERTIFICATION CASE FILES

use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

BUSINESS TAX RECEIPT RECORDS/OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

*****CROSS-REFERENCE*****

BYLAWS

use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CAFETERIA/FLEXIBLE SPENDING PLAN: ENROLLMENTS AND CLAIMS

use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS

CAPITAL EXPENDITURE PLANS

use EXPENDITURE PLANS: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT AGREEMENTS/CONTRACTS/LEASES

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CAPITAL IMPROVEMENT PROJECT FILES

use PROJECT FILES: CAPITAL IMPROVEMENT

CAPITAL IMPROVEMENT SUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS

CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

use BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS

CASH COLLECTION RECORDS: RECEIPT/REPORT

use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH COLLECTION RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

CASH REGISTER TAPES

use FINANCIAL TRANSACTION RECORDS: DETAIL

CENSUS BUREAU VOLUNTARY REPORTS AND SURVEYS

use INFORMATION REQUEST RECORDS

CERTIFICATE OF COMPETENCY RECORDS

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS

CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

use LICENSES: CERTIFICATE OF COMPETENCY RECORDS: TEMPORARY

CERTIFICATION FORWARD DOCUMENTS

use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS

CHECKS: CANCELED

use FINANCIAL TRANSACTION RECORDS: DETAIL

CHECKS: LOG

use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: REGISTERS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

CHECKS: STUBS

use FINANCIAL TRANSACTION RECORDS: DETAIL

CITIZEN COMPLAINTS

use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CLASS SPECIFICATION RECORDS

use POSITION DESCRIPTION RECORDS

CODE ENFORCEMENT BOARD CASE FILES

use CODE VIOLATION RECORDS: HEARING CASE FILES

COMMERCIAL BUILDING PLANS
use ARCHITECTURAL/BUILDING PLANS: COMMERCIAL

COMMERCIAL CERTIFICATE OF OCCUPANCY
use CERTIFICATE OF OCCUPANCY: COMMERCIAL

COMMODITY PROGRAM RECORDS
use COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS

COMMUNITY SERVICE ATTENDANCE RECORDS
use ATTENDANCE RECORDS: COMMUNITY SERVICE

COMPLIANCE FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

COMPREHENSIVE ANNUAL FINANCIAL REPORTS (LOCAL GOVERNMENT)
use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

COMPREHENSIVE EMPLOYEES TRAINING ACT (CETA) RECORDS
use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

CONFINED SPACE PERMITS
use PERMITS: CONFINED SPACE ENTRY

CONSTITUTIONS
use CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS

CONSUMER CERTIFICATE OF EXEMPTION (DR-14 FORM)
use FINANCIAL TRANSACTION RECORDS: DETAIL

CONSUMER COMPLAINTS
use COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES

CONTINUING EDUCATION RECORDS: IN-HOUSE
use PERSONNEL RECORDS

CONTRACTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

CONTRACTS: NON-CAPITAL IMPROVEMENT
use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

CONVENIENCE COPIES
use ADMINISTRATIVE CONVENIENCE RECORDS

CONVEYANCE RECORDS
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

COPYRIGHT RECORDS
use INTELLECTUAL PROPERTY RECORDS
or COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION

CORRESPONDENCE: ROUTINE
use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE

COUNTY GOVERNMENT ANNUAL REPORTS
use ANNUAL REPORTS: COUNTY GOVERNMENT

*****CROSS-REFERENCE*****

- COURT ORDERED GARNISHMENT RECORDS
 - use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT
- CREDIT CARD SECURITY CODES
 - use PAYMENT CARD SENSITIVE AUTHENTICATION DATA
- CUSTOMER FILES
 - use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT or other applicable item
- DAILY ACTIVITY REPORTS
 - use OPERATIONAL AND STATISTICAL REPORT RECORDS
- DEDUCTION AUTHORIZATION RECORDS
 - use PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS
- DEEDS: AGENCY PROPERTY
 - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
- DEPOSIT/WITHDRAWAL/TRANSFER SLIPS
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- DISASTER DRILL RECORDS
 - use DISASTER PREPAREDNESS DRILL RECORDS
- DISASTER PLANS
 - use DISASTER PREPAREDNESS PLANS
- DISASTER PREPAREDNESS PLAN REVIEW RECORDS
 - use EMERGENCY MANAGEMENT PLAN REVIEW RECORDS
- DISASTER PREPAREDNESS RECORDS: DRILLS
 - use DISASTER PREPAREDNESS DRILL RECORDS
- DISASTER PREPAREDNESS DRILLS
 - use DISASTER PREPAREDNESS DRILL RECORDS
- DISBURSEMENT RECORDS: DETAIL
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- DISBURSEMENT RECORDS: SUMMARY
 - use FINANCIAL TRANSACTION RECORDS: SUMMARY
- DISCIPLINARY CASE FILES
 - use DISCIPLINARY CASE FILES: EMPLOYEES
- DRUG TEST RECORDS
 - use DRUG TEST CASE FILES
- DRUG TEST RECORDS: EQUIPMENT
 - use DRUG TEST EQUIPMENT RECORDS
- DRUG TEST RECORDS: PROGRAM
 - use DRUG TEST PROGRAM ADMINISTRATION RECORDS
- DUPLICATES
 - unless otherwise specified, retention for duplicates is "Retain until obsolete, superseded, or administrative value is lost."
- EASEMENT CONVEYANCES: SUPPORTING DOCUMENTS
 - use REAL PROPERTY RECORDS: PROPERTY ACQUIRED

- EEOC RECORDS/REPORTS
 - use EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS
- EMERGENCY OPERATIONS RECORDS: APPLICATIONS
 - use EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS
- EMPLOYEE DISCIPLINARY CASE FILES
 - use DISCIPLINARY CASE FILES: EMPLOYEES
- EMPLOYEE PRE-COUNSELING RECORDS
 - use EMPLOYEE CONDUCT COUNSELING RECORDS
- EMPLOYMENT APPLICATIONS
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT ELIGIBILITY LIST
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT EXAMINATION RECORDS
 - use EMPLOYMENT APPLICATION AND SELECTION RECORDS
- EMPLOYMENT VERIFICATION RECORDS
 - use VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT
- ENCUMBRANCE RECORDS
 - use ENCUMBRANCE/CERTIFICATION FORWARD RECORDS
- ENVIRONMENTAL REGULATION RECORDS
 - use ENVIRONMENTAL REGULATION COMPLIANCE RECORDS
- EQUIPMENT MAINTENANCE/USAGE RECORDS
 - use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
 - or EQUIPMENT/VEHICLE USAGE RECORDS
- EQUIPMENT USAGE RECORDS
 - use EQUIPMENT/VEHICLE USAGE RECORDS
- EVENT RECORDS
 - use PUBLIC PROGRAM/EVENT RECORDS
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: DISBURSEMENT/RECEIPT
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
- EXCISE TAX/SPECIAL ASSESSMENT RECORDS: JOURNALS
 - use FINANCIAL TRANSACTION RECORDS: SUMMARY
- EXPENDITURE REPORTS
 - use FINANCIAL TRANSACTION RECORDS: DETAIL
 - or FINANCIAL TRANSACTION RECORDS: SUMMARY
- FACILITY RENTAL RECORDS
 - use FACILITY RESERVATION/RENTAL RECORDS
- FAMILY AND MEDICAL LEAVE ACT ATTENDANCE RECORDS
 - use ATTENDANCE AND LEAVE RECORDS
- FEDERAL PROJECT FILES
 - use PROJECT FILES: FEDERAL
- FEDERAL PROJECT PAID VOUCHERS
 - use VOUCHERS: FEDERAL PROJECTS PAID

*****CROSS-REFERENCE*****

FICA REPORTS

use SOCIAL SECURITY CONTROLLED SUMMARY RECORDS

FINAL ORDERS

use FINAL ORDERS RECORDS: INDEXED OR LISTED
or FINAL ORDERS RECORDS: NOT INDEXED OR LISTED
or FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS

FINAL ORDERS: INDEX

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINAL ORDERS: LIST

use FINAL ORDERS RECORDS: INDEXED OR LISTED

FINANCIAL DISCLOSURE EMPLOYEE LIST (submitted to Commission on Ethics upon request per Section 112.3144(5)(a), *Florida Statutes*)

use INFORMATION REQUEST RECORDS

FINANCIAL REPORTS: ANNUAL (COMPREHENSIVE)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FINANCIAL REPORTS: ANNUAL (SUPPORTING DOCUMENTS)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)

FINANCIAL REPORTS: COMPREHENSIVE ANNUAL (LOCAL GOVERNMENT)

use FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS

FIRE EXTINGUISHER RECORDS

use INSPECTION REPORTS: FIRE EXTINGUISHER

FIRE INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

FLOOD INSURANCE PROGRAM RECORDS, NATIONAL

use NATIONAL FLOOD INSURANCE PROGRAM RECORDS

FUEL REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL USE REPORTS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS
or EQUIPMENT/VEHICLE USAGE RECORDS

FUEL STORAGE TANK RECORDS

Use STORAGE TANK RECORDS

GARNISHMENT RECORDS

use PAYROLL RECORDS: COURT-ORDERED GARNISHMENT

GENERAL LEDGERS: ANNUAL SUMMARY

use FINANCIAL HISTORY SUMMARY RECORDS

GENERAL LEDGERS: SUPPORTING DOCUMENTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

GOVERNING BODY ANNUAL REPORTS

use ANNUAL REPORTS: GOVERNING BODY

GRANT FILES: GRANTOR AGENCY/RECIPIENT

use GRANT FILES
or GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)

*****CROSS-REFERENCE*****

HEALTH EXAMINATION RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS
or HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE
or MEDICAL RECORDS
or PERSONNEL RECORDS

HIPAA RECORDS

use HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS
or HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS
or PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS
or PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

HUMAN/SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

I-9 FORMS

use EMPLOYMENT ELIGIBILITY VERIFICATION FORMS
or applicable PERSONNEL RECORDS item

INCIDENT/INVESTIGATION REPORTS

use INCIDENT REPORT FILES

INCIDENT REPORTS

use INCIDENT REPORT FILES

INJURY REPORTS

use INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or VEHICLE ACCIDENT RECORDS
or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

INSPECTION RECORDS: BRIDGE/MAINTENANCE

use INSPECTION/MAINTENANCE RECORDS: BRIDGE

INTERNAL SURVEYS/STUDIES

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

INVENTORY: EXPENDABLE PROPERTY/SUPPLIES

use INVENTORY: AGENCY PROPERTY

INVENTORY: FIXED ASSETS/OPERATING CAPITAL OUTLAY

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: EXPENDABLE

use INVENTORY: AGENCY PROPERTY

INVENTORY/PROPERTY CONTROL RECORDS: FIXED ASSETS

use INVENTORY: AGENCY PROPERTY

INVENTORY RECORDS: PHYSICAL

use INVENTORY: AGENCY PROPERTY

INVOICES

use FINANCIAL TRANSACTION RECORDS: DETAIL

JOB ADVERTISEMENTS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB APPLICATIONS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

JOB DESCRIPTION RECORDS

use POSITION DESCRIPTION RECORDS

JOB TRAINING PARTNERSHIP ACT (JTPA) RECORDS

use EMPLOYMENT ASSISTANCE PROGRAM RECORDS

JOURNAL TRANSACTIONS (DAILY)

use FINANCIAL TRANSACTION RECORDS: DETAIL

JOURNAL TRANSACTIONS (MONTHLY SUMMARY)

use FINANCIAL TRANSACTION RECORDS: SUMMARY

JOURNALS: VOUCHERS

use FINANCIAL TRANSACTION RECORDS: DETAIL

KEY AND BADGE ISSUANCE RECORDS

use ACCESS CONTROL RECORDS

LAND APPRAISALS

use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED

LEASES: CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEASES: NON-CAPITAL IMPROVEMENT

use CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

LEASES: REAL PROPERTY

use CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

LEAVE INDEX RECORDS

use ATTENDANCE AND LEAVE RECORDS

LEAVE TRANSACTION REPORTS

use ATTENDANCE AND LEAVE RECORDS

LEDGERS: GENERAL (ANNUAL SUMMARY)

use FINANCIAL HISTORY SUMMARY RECORDS

LEDGERS: GENERAL (SUPPORTING DOCUMENTS)

use FINANCIAL TRANSACTION RECORDS: DETAIL

LEGAL ADVERTISEMENTS

use ADVERTISEMENTS: LEGAL

LEGAL OPINIONS

use OPINIONS: LEGAL
or OPINIONS: LEGAL (SUPPORTING DOCUMENTS)

LIBRARY ACQUISITION RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CARD RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY CIRCULATION RECORDS

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LIBRARY SHELF LIST

use GS15 for Public Libraries
or ADMINISTRATIVE SUPPORT RECORDS for internal staff library records

LICENSES: OCCUPATIONAL

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

LONG DISTANCE TELEPHONE CALL RECORDS

use TELEPHONE CALL RECORDS

MAIL: REGISTERED AND CERTIFIED RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

MAIL: UNDELIVERABLE FIRST CLASS

use MAIL: UNDELIVERABLE/RETURNED

MAINTENANCE RECORDS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAINTENANCE RECORDS: VEHICLE

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

MAPS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items for which maps are supporting documents
or ADMINISTRATIVE CONVENIENCE RECORDS

MATERIALS SAFETY RECORDS

use EXPOSURE RECORDS

MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

MEETING TRANSCRIPTS

use MINUTES: OFFICIAL MEETINGS

MEMORANDA

use CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE
or CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other items with which memoranda are filed

MILEAGE REPORTS: LOCAL GOVERNMENT

use LOCAL GOVERNMENT MILEAGE REPORTS

MINING PERMITS

use PERMITS: MINING (LOCAL GOVERNMENT)

MINORITY CERTIFICATION CASE FILES

use BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

MINUTES: OFFICIAL MEETINGS (HANDWRITTEN/AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

MINUTES: OFFICIAL MEETINGS (AUDIO/VISUAL RECORDINGS)

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

NEW HIRE REPORTS

use PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION

OCCUPATIONAL LICENSES

use BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT

OFFICIAL MINUTES

use MINUTES: OFFICIAL MEETINGS

OPS RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PATENT RECORDS

use INTELLECTUAL PROPERTY RECORDS

PERFORMANCE BONDS

use PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS

PERIODIC PROGRESS REPORTS: INTERNAL

use OPERATIONAL AND STATISTICAL REPORTS
or MANAGEMENT SURVEYS/STUDIES: INTERNAL

PERMITS/BUILDING: APPLICATIONS

use ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN
or PERMITS: BUILDING

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: SPECIAL EVENT/TEMPORARY STREET CLOSURE (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TEMPORARY SIGN

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)
or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERMITS: TREE REMOVAL (NO PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

PERMITS: TREE REMOVAL (PERMITTING FEE)

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

PERSONNEL RECORDS DISCIPLINARY CASE FILES: EMPLOYEE

use DISCIPLINARY CASE FILES: EMPLOYEES

PERSONNEL RECORDS: POLICE AUXILIARY/SPECIAL DEPUTY

use General Records Schedule GS2 for Law Enforcement, which includes this item

PERSONNEL RECORDS: SCHEDULES

use WORK SCHEDULES

PERSONNEL RECORDS: LOCATOR

use STAFF ADMINISTRATION FILES

PLATS: RECORD COPY

use MAPS: ORIGINALS

*****CROSS-REFERENCE*****

PLATS: SUPPORTING DOCUMENTS

use MAPS: ORIGINALS
or COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)
or other items to which the supporting documents relate
or ADMINISTRATIVE CONVENIENCE RECORDS

POLICIES

use DIRECTIVES/POLICIES/PROCEDURES

POSTAGE RECORDS

use POSTAGE/SHIPPING RECORDS

PRE-EMPLOYMENT RECORDS: NOT HIRED

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

PRE-PUBLICATIONS AND MEDIA ITEM RECORDS

use PUBLICATION PRODUCTION RECORDS

PRESS RELEASES

use NEWS RELEASES

PROCEDURES

use DIRECTIVES/POLICIES/PROCEDURES

PROGRAM FILES: ONGOING/LONG-TERM PROGRAMS

use PROJECT FILES: OPERATIONAL or other applicable item

PROGRAM/SUBJECT/REFERENCE FILES

use SUBJECT/REFERENCE FILES

PROMOTION RECORDS: EMPLOYEE (NOT PROMOTED)

use PROMOTION/TRANSFER REQUEST RECORDS

PROPERTY RECORDS: UNCLAIMED

use UNCLAIMED PROPERTY RECORDS

PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION AMENDMENT REQUEST PROVIDER RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

use PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS

PUBLIC EMPLOYEE RELATIONS FILES

use GRIEVANCE FILES

PUBLIC PROGRAM/EVENT RECORDS: CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC PROGRAM/EVENT RECORDS: NON-CONTRACTED

use PUBLIC PROGRAM/EVENT RECORDS

PUBLIC RECORDS REQUESTS

use INFORMATION REQUEST RECORDS

*****CROSS-REFERENCE*****

PUBLIC SAFETY ALERTS [email/text alerts from schools, Police Departments, etc.]
use PUBLIC INFORMATION FILES
or ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER
or other applicable item

PUBLICATIONS AND MEDIA ITEM RECORDS
use PUBLICATION PRODUCTION RECORDS

PURCHASE ORDER LOGS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

READING FILES
use ADMINISTRATIVE CONVENIENCE RECORDS

REAL-ESTATE RECORDS: CONDEMNATION/DISPOSAL
use REAL PROPERTY RECORDS: PROPERTY ACQUIRED
or REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION

RECEIPT BOOKS: CASH
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPTS: REGISTERED AND CERTIFIED MAIL
use MAIL: REGISTERED AND CERTIFIED

RECEIPT/REVENUE RECORDS: DETAIL
use FINANCIAL TRANSACTION RECORDS: DETAIL

RECEIPT/REVENUE RECORDS: SUMMARY
use FINANCIAL TRANSACTION RECORDS: SUMMARY

RECEIVING REPORTS
use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RECORDS DISPOSITION COMPLIANCE AUTHORIZATION FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION COMPLIANCE STATEMENT FORMS
use RECORDS MANAGEMENT COMPLIANCE STATEMENTS

RECORDS DISPOSITION REQUEST FORMS (FORM 107)
use RECORDS DISPOSITION DOCUMENTATION

RECORDS RETENTION SCHEDULE FORMS (FORM 105)
use RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC

RECRUITMENT & SELECTION PACKAGES
use EMPLOYMENT APPLICATION AND SELECTION RECORDS

RED LIGHT CAMERA RECORDS
use SURVEILLANCE RECORDINGS

RED LIGHT CAMERA VIOLATION APPEAL HEARING RECORDS
use CODE VIOLATION RECORDS: HEARING CASE FILES

REDACTION REQUEST RECORDS
use PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS

REFERENCE FILES: EQUIPMENT
use EQUIPMENT REFERENCE FILES

*****CROSS-REFERENCE*****

REFUND REQUESTS

use FINANCIAL TRANSACTION RECORDS: DETAIL

REGISTERED AND CERTIFIED MAIL RECEIPTS

use MAIL: REGISTERED AND CERTIFIED

REGISTRATION RECORDS: EVENTS

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATION RECORDS: RECREATION (SUMMER/DAY CAMP)

use PUBLIC PROGRAM/EVENT RECORDS

REGISTRATIONS: MOTOR VEHICLES

use VEHICLE RECORDS

RENTAL RECORDS

use FACILITY RESERVATION/RENTAL RECORDS

REQUISITION LOGS

use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

REQUISITIONS

use FINANCIAL TRANSACTION RECORDS: DETAIL
or PURCHASING RECORDS

RESIDENTIAL BUILDING PLANS

use ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL

RESIDENTIAL CERTIFICATE OF OCCUPANCY

use CERTIFICATE OF OCCUPANCY: RESIDENTIAL

RETRIEVAL/REFERENCE RECORDS

use RECORDS RETRIEVAL/REFERENCE RECORDS

RIGHT-OF-WAY PERMIT RECORDS: PERMANENT USE

use RIGHT-OF-WAY PERMIT RECORDS

RIGHT-OF-WAY PERMIT RECORDS: TEMPORARY USE

use RIGHT-OF-WAY PERMIT RECORDS

ROAD RECORDS

use ENGINEERING RECORDS: INFRASTRUCTURE

ROUTE SHEETS

use INSPECTOR'S ROUTE SHEETS: DAILY

SAFETY INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SALES TAX EXEMPTION

use FINANCIAL TRANSACTION RECORDS: DETAIL

SEARCH COMMITTEE RECORDS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS

SECURITY CHECKS

use EMPLOYMENT APPLICATION AND SELECTION RECORDS for non-hires
or PERSONNEL RECORDS for hired employees
or SECURITY SCREENING RECORDS for non-employees

*****CROSS-REFERENCE*****

SECURITY INSPECTION RECORDS

use INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH

SERVICE SCHEDULES

use FEE/SERVICE SCHEDULES

SHELTER INSPECTION RECORDS

use EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS

SIGN PERMITS

use PERMITS: SIGNS (LOCAL GOVERNMENT)

SOCIAL SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: HUMAN/SOCIAL SERVICES

SOFTWARE RECORDS

use ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION

SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

STATE AUTOMATED MANAGEMENT ACCOUNTING SYSTEM (SAMAS) REPORTS

use AUTOMATED ACCOUNTING SYSTEM REPORTS

STATE AWARDS AND RECOGNITION FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATE HOUSING INITIATIVES & HOME INVESTMENTS PARTNERSHIP PROGRAM

use HOUSING FINANCE ASSISTANCE RECORDS

STATE MERITORIOUS SERVICE AWARDS PROGRAM FILES

use BONUS/AWARD RECORDS: EMPLOYEES

STATISTICAL REPORTS

use OPERATIONAL AND STATISTICAL REPORT RECORDS

STOP PAYMENT RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

SUBDIVISION PLANS: PRELIMINARY (SUPPORTING DOCUMENTS)

use SUBDIVISION PLANS

SUMMONSES

use LITIGATION CASE FILES

SUPPLY RECORDS

use INVENTORY: AGENCY PROPERTY

SURVEILLANCE VIDEO TAPES

use SURVEILLANCE RECORDINGS

SURVEYS/STUDIES: INTERNAL

use MANAGEMENT SURVEYS/STUDIES: INTERNAL

TAX EXEMPTIONS: AD VALOREM (ECONOMIC DEVELOPMENT)

use TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)

TELEPHONE CALL RECORDS: LONG DISTANCE

use TELEPHONE CALL RECORDS

*****CROSS-REFERENCE*****

TEMPORARY SIGN PERMITS

use REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (NO PERMITTING FEE)

or REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY
CODE/ORDINANCE (PERMITTING FEE)

TEMPORARY SPECIAL EXCEPTION ZONING VARIANCE RECORDS

use ZONING VARIANCE RECORDS

TIME CARDS/TIMESHEETS

use ATTENDANCE AND LEAVE RECORDS

or PAYROLL RECORDS: SUPPORTING DOCUMENTS

TRADEMARK RECORDS

use INTELLECTUAL PROPERTY RECORDS

TRAINING RECORDS

use PERSONNEL RECORDS

TRAINING RECORDS: ASBESTOS

use PERSONNEL RECORDS

TRAINING RECORDS: BREATH ALCOHOL

use PERSONNEL RECORDS

TRANSCRIPTS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS

TRIAL BALANCE REPORTS

use FINANCIAL TRANSACTION RECORDS: SUMMARY

TRUST FUND RECORDS

use ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS

UNDELIVERABLE FIRST CLASS MAIL

use MAIL: UNDELIVERABLE/RETURNED

UTILITY CUSTOMER RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

or CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

VALIDATING MACHINE TAPE RECORDS

use FINANCIAL TRANSACTION RECORDS: DETAIL

VEHICLE ACCIDENT REPORTS

use VEHICLE ACCIDENT RECORDS

or INJURY/ILLNESS RECORDS

or INSURANCE RECORDS: AGENCY

or WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS

VEHICLE LOGS

use EQUIPMENT/VEHICLE USAGE RECORDS

VEHICLE MAINTENANCE/USAGE RECORDS

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or EQUIPMENT/VEHICLE USAGE RECORDS

VETERAN SERVICES: CLIENT CASE FILES

use CLIENT CASE FILES: VETERAN SERVICES

VETERAN SERVICES: MEDICAL RECORDS

use MEDICAL RECORDS: VETERAN SERVICES

*****CROSS-REFERENCE*****

VIDEO RECORDINGS OF MEETINGS

use MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)

VIDEO RECORDINGS: OTHER

use SURVEILLANCE RECORDINGS
or other items to which the video recordings relate

VISITOR LOGS

use VISITOR/ENTRY RECORDS

VOICE MAIL

use TRANSITORY MESSAGES
or other items to which the voice mail relates

VOLUNTEER RECORDS

use PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

VOUCHERS: INDIVIDUAL AGENCY

use FINANCIAL TRANSACTION RECORDS: DETAIL

VOUCHERS: JOURNAL

use FINANCIAL TRANSACTION RECORDS: DETAIL

WORK ORDERS: EQUIPMENT

use EQUIPMENT/VEHICLE MAINTENANCE RECORDS

WORKERS' COMPENSATION AND INJURY REPORT RECORDS

use WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS
or INJURY/ILLNESS RECORDS
or INSURANCE RECORDS: AGENCY
or the applicable PERSONNEL RECORDS item

WORKING PAPERS

use DRAFTS AND WORKING PAPERS

W-2 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-3 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-4 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

W-9 FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ZONING VARIANT REQUEST AND DETERMINING RECORDS

use ZONING VARIANCE RECORDS

911 RECORDINGS

use 911 COMMUNICATIONS RECORDS
or 911 RECORDS: LOGS

941-E FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-A FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

1095-B FORMS

use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

General Records Schedule GS1-SL for State and Local Government Agencies
*****CROSS-REFERENCE*****

- 1095-C FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1096 REPORTS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099 FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099 REPORTS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS
- 1099-INT FORMS
use FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS

ALPHABETICAL LISTING

ACCESS CONTROL RECORDS	Item #189
ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
AFFIRMATIVE ACTION RECORDS	Item #82
ANIMAL CONTROL RECORDS	Item #234
ANNEXATION RECORDS	Item #247
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
<i>BACKUPS: ELECTRONIC/DIGITAL RECORDS</i>	
BALLOTS	Item #397
BARGAINING RECORDS	Item #87
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
CHILD CARE RECORDS	Item #257
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236

General Records Schedule GS1-SL for State and Local Government Agencies
ALPHABETICAL LISTING

CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DIRECTIVES/POLICIES/PROCEDURES	Item #186
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
<i>ELECTRONIC COMMUNICATIONS</i>	
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
EXPOSURE RECORDS	Item #227
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEASIBILITY STUDY RECORDS	Item #106
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271

ALPHABETICAL LISTING

FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
FUEL TAX REPORTS	Item #213
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
GRIEVANCE FILES	Item #110
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
HISTORICAL DESIGNATION RECORDS	Item #423
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
INCIDENT REPORT FILES	Item #241
INFORMATION REQUEST RECORDS	Item #23
INJURY/ILLNESS RECORDS	Item #188
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
INSURANCE RECORDS: AGENCY	Item #111
INTELLECTUAL PROPERTY RECORDS	Item #437
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
INVESTMENT RECORDS	Item #278
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LEGISLATION RECORDS	Item #119
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
LIEN DOCUMENTATION FILES	Item #405
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MAPS: ORIGINALS	Item #280
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406

General Records Schedule GS1-SL for State and Local Government Agencies

ALPHABETICAL LISTING

MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MOSQUITO CONTROL RECORDS	Item #425
MUNICIPAL COURT DOCKET RECORDS	Item #323
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NEWS RELEASES	Item #34
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
PETTY CASH DOCUMENTATION RECORDS	Item #202
POSITION DESCRIPTION RECORDS	Item #38
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238

General Records Schedule GS1-SL for State and Local Government Agencies
*****ALPHABETICAL LISTING*****

PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
PURCHASING RECORDS	Item #42
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RESPIRATOR FIT TESTING RECORDS	Item #298
REVENUE SHARING APPLICATIONS	Item #388
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY BREACH NOTICE RECORDS	Item #432
SECURITY SCREENING RECORDS	Item #369
SIGNATURE AUTHORIZATION RECORDS	Item #300
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
STORAGE TANK RECORDS	Item #412
SUBDIVISION PLANS	Item #301
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TELEPHONE CALL RECORDS	Item #28
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE ACCIDENT RECORDS	Item #78
VEHICLE LOCATOR RECORDS	Item #414
VEHICLE RECORDS	Item #154

General Records Schedule GS1-SL for State and Local Government Agencies

ALPHABETICAL LISTING

VENDOR FILES	Item #97
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
VISITOR/ENTRY RECORDS	Item #54
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
ZONING VARIANCE RECORDS	Item #312
911 COMMUNICATIONS RECORDS	Item #434
911 RECORDS: LOGS	Item #377

NUMERICAL LISTING

MAIL: UNDELIVERABLE/RETURNED	Item #1
ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
AUDITS: AUDITOR GENERAL	Item #8
CABINET AFFAIRS FILES	Item #11
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
INFORMATION REQUEST RECORDS	Item #23
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
ADVERTISEMENTS: LEGAL	Item #25
OPINIONS: LEGAL	Item #26
LITIGATION CASE FILES	Item #27
TELEPHONE CALL RECORDS	Item #28
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OTHER MEETINGS	Item #33
NEWS RELEASES	Item #34
PAYROLL RECORDS: POSTED	Item #35
POSITION DESCRIPTION RECORDS	Item #38
INVENTORY: AGENCY PROPERTY	Item #40
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
RECORDS DISPOSITION DOCUMENTATION	Item #45
MAIL: REGISTERED AND CERTIFIED	Item #47
SALARY COMPARISON REPORTS	Item #49
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
TRAVEL RECORDS	Item #52
VISITOR/ENTRY RECORDS	Item #54
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55
AUDITS: INDEPENDENT	Item #56
AUDITS: SUPPORTING DOCUMENTS	Item #57
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72
AUDITS: INTERNAL	Item #73
VEHICLE ACCIDENT RECORDS	Item #78
AFFIRMATIVE ACTION RECORDS	Item #82
AUDITS: STATE/FEDERAL	Item #83
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
BARGAINING RECORDS	Item #87
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
CALENDARS	Item #89
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94

General Records Schedule GS1-SL for State and Local Government Agencies

*****NUMERICAL LISTING*****

VENDOR FILES	Item #97
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
FEASIBILITY STUDY RECORDS	Item #106
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
GRIEVANCE FILES	Item #110
INSURANCE RECORDS: AGENCY	Item #111
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
ATTENDANCE AND LEAVE RECORDS	Item #116
LEGISLATION RECORDS	Item #119
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORGANIZATION CHARTS	Item #126
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PUBLIC INFORMATION FILES	Item #128
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
POSTAGE/SHIPPING RECORDS	Item #133
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
WORK ORDERS	Item #141
PROCLAMATIONS	Item #142
RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
TRANSITORY MESSAGES	Item #146
TRAINING MATERIAL RECORDS	Item #147
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149
VEHICLE RECORDS	Item #154
VOUCHERS: FEDERAL PROJECTS PAID	Item #156
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
DIRECTIVES/POLICIES/PROCEDURES	Item #186
INJURY/ILLNESS RECORDS	Item #188
ACCESS CONTROL RECORDS	Item #189
BOND RESOLUTIONS/ORDINANCES	Item #191
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PUBLICATION PRODUCTION RECORDS	Item #198
PETTY CASH DOCUMENTATION RECORDS	Item #202

General Records Schedule GS1-SL for State and Local Government Agencies
*****NUMERICAL LISTING*****

ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
DISASTER PREPAREDNESS PLANS	Item #210
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
MEDICAL RECORDS	Item #212
FUEL TAX REPORTS	Item #213
PAYROLL RECORDS: NOT POSTED	Item #214
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
PROPERTY CONTROL RECORDS	Item #222
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
EXPOSURE RECORDS	Item #227
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ANIMAL CONTROL RECORDS	Item #234
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
PUBLIC PROGRAM/EVENT RECORDS	Item #238
SALARY SCHEDULES	Item #240
INCIDENT REPORT FILES	Item #241
DRAFTS AND WORKING PAPERS	Item #242
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ANNUAL REPORTS: GOVERNING BODY	Item #245
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNEXATION RECORDS	Item #247
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CHILD CARE RECORDS	Item #257
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEE/SERVICE SCHEDULES	Item #271
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277

General Records Schedule GS1-SL for State and Local Government Agencies
NUMERICAL LISTING

INVESTMENT RECORDS	Item #278
MAPS: ORIGINALS	Item #280
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: BUILDING	Item #286
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
WORK SCHEDULES	Item #289
PROJECT FILES: OPERATIONAL	Item #291
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESPIRATOR FIT TESTING RECORDS	Item #298
SIGNATURE AUTHORIZATION RECORDS	Item #300
SUBDIVISION PLANS	Item #301
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TRAFFIC ACCIDENT REPORTS	Item #306
UNCLAIMED PROPERTY RECORDS	Item #309
CLIENT CASE FILES: VETERAN SERVICES	Item #310
MEDICAL RECORDS: VETERAN SERVICES	Item #311
ZONING VARIANCE RECORDS	Item #312
INVENTORY: AGENCY RECORDS	Item #319
PROBATION RECORDS	Item #320
DISASTER RELIEF RECORDS	Item #321
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
MUNICIPAL COURT DOCKET RECORDS	Item #323
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMUNICATIONS AUDIO RECORDINGS	Item #335
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DONATION RECORDS	Item #342
EMPLOYMENT ASSISTANCE PROGRAM NONEXPENDABLE PROPERTY RECORDS	Item #343
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
FALSE ALARM RECORDS	Item #345
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LOST AND FOUND RECORDS	Item #354
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355

General Records Schedule GS1-SL for State and Local Government Agencies
NUMERICAL LISTING

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
RULE DEVELOPMENT FILES	Item #367
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368
SECURITY SCREENING RECORDS	Item #369
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
911 RECORDS: LOGS	Item #377
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
LOBBYIST REGISTRATION RECORDS	Item #387
REVENUE SHARING APPLICATIONS	Item #388
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
COMPUTER LOGS	Item #391
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
BALLOTS	Item #397
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
DOMESTIC PARTNERSHIP REGISTRY RECORDS	Item #399
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #403
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #404
LIEN DOCUMENTATION FILES	Item #405
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
PASSPORT RECORDS: DAILY	Item #407
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STORAGE TANK RECORDS	Item #412
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
VEHICLE LOCATOR RECORDS	Item #414
ADDRESS REQUEST RECORDS	Item #415
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
BOND FINANCING ADMINISTRATIVE RECORDS	Item #417
CITIZEN SUPPORT ORGANIZATION/DIRECT SUPPORT ORGANIZATION REPORT FILES	Item #418
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419

*****NUMERICAL LISTING*****

EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
GRANT FILES	Item #422
HISTORICAL DESIGNATION RECORDS	Item #423
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MOSQUITO CONTROL RECORDS	Item #425
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SUBDIVISION PLANS: PRELIMINARY PLANS/DRAWINGS	Item #433
911 COMMUNICATIONS RECORDS	Item #434
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
INTELLECTUAL PROPERTY RECORDS	Item #437

BACKUPS: ELECTRONIC/DIGITAL RECORDS

ELECTRONIC COMMUNICATIONS

FUNCTIONAL CATEGORY LISTING

Accounting, Budget, and Finance

ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
AUDITS: AUDITOR GENERAL	Item #8
AUDITS: INDEPENDENT	Item #56
AUDITS: INTERNAL	Item #73
AUDITS: STATE/FEDERAL	Item #83
AUDITS: SUPPORTING DOCUMENTS	Item #57
AUTOMATED ACCOUNTING SYSTEM REPORTS	Item #50
BOND FINANCING ADMINSTRATIVE RECORDS	Item #417
BOND RESOLUTIONS/ORDINANCES	Item #191
BUDGET RECORDS: APPROVED ANNUAL BUDGET	Item #58
BUDGET RECORDS: SUPPORTING DOCUMENTS	Item #88
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
DONATION RECORDS	Item #342
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
ENCUMBRANCE/CERTIFICATION FORWARD RECORDS	Item #20
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208
FACILITY RESERVATION/RENTAL RECORDS	Item #270
FALSE ALARM RECORDS	Item #345
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FEE/SERVICE SCHEDULES	Item #271
FINANCIAL ACCOUNT AUTHORIZATION RECORDS	Item #84
FINANCIAL HISTORY SUMMARY RECORDS	Item #347
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS	Item #107
FINANCIAL REPORTS: LOCAL GOVERNMENT ANNUAL REPORTS (SUPPORTING DOCUMENTS)	Item #108
FINANCIAL TRANSACTION RECORDS: DETAIL	Item #435
FINANCIAL TRANSACTION RECORDS: SUMMARY	Item #436
FUEL TAX REPORTS	Item #213
GRANT FILES	Item #422
INVESTMENT RECORDS	Item #278
LIEN DOCUMENTATION FILES	Item #405
LOCAL GOVERNMENT MILEAGE REPORTS	Item #390
PASSPORT RECORDS: DAILY	Item #407
PAYMENT CARD SENSITIVE AUTHENTICATION DATA	Item #395
PETTY CASH DOCUMENTATION RECORDS	Item #202
PUBLIC DEPOSITOR ANNUAL REPORT RECORDS	Item #389
PURCHASING RECORDS	Item #42
RAIN CHECKS	Item #293
REVENUE SHARING APPLICATIONS	Item #388
SALES/USE/LOCAL OPTION TAX RECORDS	Item #368

*****FUNCTIONAL CATEGORY LISTING*****

TOURIST DEVELOPMENT TAX COLLECTION RECORDS	Item #305
TOURIST DEVELOPMENT TAX APPLICATION/REGISTRATION RECORDS	Item #413
TRAVEL RECORDS	Item #52
TRUTH-IN-MILLAGE (TRIM) COMPLIANCE FILES	Item #375

UNCLAIMED PROPERTY RECORDS	Item #309
UNEMPLOYMENT COMPENSATION/REEMPLOYMENT ASSISTANCE TAX RECORDS	Item #149

VOUCHERS: FEDERAL PROJECTS PAID	Item #156
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Administration

ADMINISTRATIVE CONVENIENCE RECORDS	Item #2
ADMINISTRATIVE SUPPORT RECORDS	Item #3
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER	Item #122
ADVERTISEMENTS: LEGAL	Item #25
ANNUAL REPORT TO THE BOARD OF COUNTY COMMISSIONERS	Item #380
ANNUAL REPORTS: COUNTY GOVERNMENT	Item #246
ANNUAL REPORTS: GOVERNING BODY	Item #245
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394

BALLOTS	Item #397
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS	Item #169
BUSINESS TAX RECEIPT RECORDS: LOCAL GOVERNMENT	Item #221

CABINET AFFAIRS FILES	Item #11
CALENDARS	Item #89
CEMETERY/DISPOSAL OF HUMAN REMAINS RECORDS	Item #235
CHARTERS/AMENDMENTS/BYLAWS/CONSTITUTIONS	Item #207
COMMITTEE/BOARD APPOINTMENT RECORDS	Item #334
COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS	Item #379
COMPLAINTS: CITIZENS/CONSUMERS/EMPLOYEES	Item #94
COMPUTER LOGS	Item #391
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT	Item #65
COPYRIGHT RELEASE/AUTHORIZATION DOCUMENTATION	Item #337
CORRESPONDENCE AND MEMORANDA: ADMINISTRATIVE	Item #17
CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT	Item #338

DIRECTIVES/POLICIES/PROCEDURES	Item #186
DONATION RECORDS	Item #342
DRAFTS AND WORKING PAPERS	Item #242

ELECTRONIC RECORDS SOFTWARE AND DOCUMENTATION	Item #231
ENDOWMENTS/BEQUESTS/TRUST FUND RECORDS	Item #211
ENVIRONMENTAL REGULATION COMPLIANCE RECORDS	Item #167
EXPENDITURE PLANS: CAPITAL IMPROVEMENT	Item #208

FACILITY RESERVATION/RENTAL RECORDS	Item #270
FEASIBILITY STUDY RECORDS	Item #106
FEE/SERVICE SCHEDULES	Item #271
FINAL ORDERS RECORDS: INDEXED OR LISTED	Item #67
FINAL ORDERS RECORDS: SUPPORTING DOCUMENTS	Item #396
FINAL ORDERS RECORDS: NOT INDEXED OR LISTED	Item #421
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346

GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
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General Records Schedule GS1-SL for State and Local Government Agencies
*****FUNCTIONAL CATEGORY LISTING*****

GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
GRANT FILES	Item #422
GRANT FILES: UNFUNDED APPLICATIONS (APPLICANT'S COPIES)	Item #349
INFORMATION REQUEST RECORDS	Item #23
INVENTORY: AGENCY RECORDS	Item #319
INVESTIGATIVE RECORDS: INSPECTOR GENERAL	Item #351
LEGISLATION RECORDS	Item #119
LITIGATION CASE FILES	Item #27
LOBBYIST REGISTRATION RECORDS	Item #387
LOST AND FOUND RECORDS	Item #354
MAIL: REGISTERED AND CERTIFIED	Item #47
MAIL: UNDELIVERABLE/RETURNED	Item #1
MAILING/CONTACT LISTS	Item #29
MANAGEMENT SURVEYS/STUDIES: INTERNAL	Item #30
MICROGRAPHICS: QUALITY CONTROL RECORDS	Item #282
MINORITY APPOINTMENT REPORTING RECORDS	Item #406
MINUTES: OFFICIAL MEETINGS	Item #32
MINUTES: OFFICIAL MEETINGS (PRELIMINARY/AUDIO RECORDINGS/VIDEO RECORDINGS)	Item #4
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/ NON-POLICY ADVISORY BOARDS)	Item #424
MINUTES: OFFICIAL MEETINGS (SUPPORTING DOCUMENTS)	Item #123
MINUTES: OTHER MEETINGS	Item #33
MUNICIPAL COURT DOCKET RECORDS	Item #323
NEWS RELEASES	Item #34
OPERATIONAL AND STATISTICAL REPORT RECORDS	Item #124
OPINIONS: LEGAL	Item #26
OPINIONS: LEGAL (SUPPORTING DOCUMENTS)	Item #125
ORDINANCES	Item #228
ORDINANCES: SUPPORTING DOCUMENTS	Item #229
ORGANIZATION CHARTS	Item #126
PASSPORT RECORDS: DAILY	Item #407
PERMITS: CONFINED SPACE ENTRY	Item #284
POSTAGE/SHIPPING RECORDS	Item #133
PROBATION RECORDS	Item #320
PROCLAMATIONS	Item #142
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
PROJECT FILES: FEDERAL	Item #137
PROJECT FILES: NON-CAPITAL IMPROVEMENT	Item #138
PROJECT FILES: OPERATIONAL	Item #291
PUBLIC INFORMATION FILES	Item #128
PUBLIC PROGRAM/EVENT RECORDS	Item #238
PUBLIC RECORDS EXEMPT STATUS NOTIFICATIONS AND REDACTION REQUESTS	Item #392
PUBLICATION PRODUCTION RECORDS	Item #198
RADIO LOGS	Item #292
RAIN CHECKS	Item #293
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
RECORDS RETRIEVAL/REFERENCE RECORDS	Item #295
RESOLUTIONS	Item #297
RESOLUTIONS: SPECIAL DISTRICTS/AGENCY SUPPORT ORGANIZATIONS/NON-POLICY ADVISORY BOARDS	Item #429

General Records Schedule GS1-SL for State and Local Government Agencies
FUNCTIONAL CATEGORY LISTING

RESOLUTIONS: SUPPORTING DOCUMENTS	Item #143
RIGHT-OF-WAY PERMIT RECORDS	Item #430
RULE DEVELOPMENT FILES	Item #367
RULE REPORTING FILES	Item #431
SECURITY BREACH NOTICE RECORDS	Item #432
SIGNATURE AUTHORIZATION RECORDS	Item #300
SPAM/JUNK ELECTRONIC MAIL JOURNALING RECORDS	Item #370
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
STAFF ADMINISTRATION RECORDS	Item #371
SUBJECT/REFERENCE FILES	Item #373
SUBPOENAS	Item #374
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
SURVEILLANCE RECORDINGS	Item #302
SURVEYS: AERIAL	Item #303
TELEPHONE CALL RECORDS	Item #28
TRAFFIC ACCIDENT REPORTS	Item #306
TRAINING MATERIAL RECORDS	Item #147
TRANSITORY MESSAGES	Item #146
VERIFICATION RECORDS: ATTENDANCE/EMPLOYMENT/ENROLLMENT	Item #243
WHISTLE BLOWER INVESTIGATIVE RECORDS	Item #376
WORK ORDERS	Item #141
WORK SCHEDULES	Item #289
911 RECORDS: LOGS	Item #377

Building/Development

ADDRESS REQUEST RECORDS	Item #415
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL)	Item #244
ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL)	Item #331
ANNEXATION RECORDS	Item #247
ARCHITECTURAL/BUILDING PLANS: COMMERCIAL	Item #216
ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS	Item #204
ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL	Item #252
ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN	Item #332
BACKFLOW AND CROSS CONNECTION CONTROL PROGRAM RECORDS	Item #416
CERTIFICATE OF OCCUPANCY: COMMERCIAL	Item #255
CERTIFICATE OF OCCUPANCY: RESIDENTIAL	Item #256
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
CODE VIOLATION RECORDS: HEARING CASE FILES	Item #236
CODE VIOLATION RECORDS: NO CITATION ISSUED	Item #237
COMPREHENSIVE MASTER PLANS: ADOPTED	Item #166
COMPREHENSIVE MASTER PLANS: ADOPTED (SUPPORTING DOCUMENTS)	Item #174
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY	Item #64
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
ENGINEERING RECORDS: INFRASTRUCTURE	Item #344
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384

General Records Schedule GS1-SL for State and Local Government Agencies
*****FUNCTIONAL CATEGORY LISTING*****

HISTORICAL DESIGNATION RECORDS	Item #423
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INSPECTOR'S ROUTE SHEETS: DAILY	Item #277
LAND DEVELOPMENT AND PLANNING PROJECT FILES	Item #352
LAND DEVELOPMENT AND PLANNING PROJECT FILES: DENIED/ABANDONED PROJECTS	Item #404
LAND DEVELOPMENT AND PLANNING PROJECT FILES: PRELIMINARY DRAWINGS/DRAFTS	Item #405
LAND DEVELOPMENT AND PLANNING STUDIES AND REPORTS	Item #353
LICENSES: CERTIFICATE OF COMPETENCY RECORDS	Item #253
LICENSES: CERTIFICATE OF COMPETENCY RECORDS (TEMPORARY)	Item #254
MAPS: ORIGINALS	Item #280
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
PERMITS: BUILDING	Item #286
PERMITS: CONFINED SPACE ENTRY	Item #284
PERMITS: MINING (LOCAL GOVERNMENT)	Item #287
PERMITS: SIGNS (LOCAL GOVERNMENT)	Item #288
PROJECT FILES: CAPITAL IMPROVEMENT	Item #136
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (NO PERMITTING FEE)	Item #427
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR COUNTY CODE/ORDINANCE (PERMITTING FEE)	Item #428
RIGHT-OF-WAY PERMIT RECORDS	Item #430
SUBDIVISION PLANS	Item #301
SUNSHINE STATE ONE-CALL OF FLORIDA RECORDS	Item #386
TAX EXEMPTION APPLICATION FILES: AD VALOREM (ECONOMIC DEVELOPMENT)	Item #304
TRAFFIC ACCIDENT REPORTS	Item #306
ZONING VARIANCE RECORDS	Item #312
 <u>Health and Medical</u>	
DRUG TEST CASE FILES	Item #260
EXPOSURE RECORDS	Item #227
HEALTH RECORDS: BLOOD BORNE PATHOGEN/ASBESTOS/EXPOSURE	Item #350
HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS	Item #324
HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS	Item #325
INJURY/ILLNESS RECORDS	Item #188
MEDICAL RECORDS	Item #212
MEDICAL RECORDS: VETERAN SERVICES	Item #311
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PROTECTED HEALTH INFORMATION ADMINISTRATIVE RECORDS	Item #426
PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS	Item #328

General Records Schedule GS1-SL for State and Local Government Agencies
FUNCTIONAL CATEGORY LISTING

Human Resources, Personnel, and Payroll

AFFIRMATIVE ACTION RECORDS	Item #82
ATTENDANCE AND LEAVE RECORDS	Item #116
ATTENDANCE RECORDS: COMMUNITY SERVICE	Item #249
BARGAINING RECORDS	Item #87
BONUS/AWARD RECORDS: EMPLOYEES	Item #333
DEFERRED COMPENSATION SUMMARY REPORTS	Item #339
DISCIPLINARY CASE FILES: EMPLOYEES	Item #98
DRUG TEST CASE FILES	Item #260
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
ELECTRONIC FUNDS TRANSFER RECORDS	Item #264
EMPLOYEE ASSISTANCE PROGRAM RECORDS	Item #269
EMPLOYEE CONDUCT COUNSELING RECORDS	Item #206
EMPLOYMENT APPLICATION AND SELECTION RECORDS	Item #24
EMPLOYMENT APPLICATIONS: UNSOLICITED	Item #400
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
EMPLOYMENT ELIGIBILITY VERIFICATION FORMS	Item #420
EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS	Item #103
FEDERAL INCOME/EMPLOYMENT TAX FORMS/REPORTS	Item #157
FINANCIAL DISCLOSURE STATEMENTS (LOCAL GOVERNMENT)	Item #346
GRIEVANCE FILES	Item #110
MINORITY APPOINTMENT REPORTING RECORDS	Item #407
PAYROLL RECORDS: COURT-ORDERED GARNISHMENT	Item #385
PAYROLL RECORDS: DEDUCTION AUTHORIZATIONS	Item #129
PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS	Item #183
PAYROLL RECORDS: NOT POSTED	Item #214
PAYROLL RECORDS: POSTED	Item #35
PAYROLL RECORDS: SUPPORTING DOCUMENTS	Item #195
PENSION RECORDS: PLAN/FUND	Item #358
PENSION RECORDS: RETIREES	Item #359
PERSONNEL RECORDS: FLORIDA RETIREMENT SYSTEM	Item #19
PERSONNEL RECORDS: NON-FLORIDA RETIREMENT SYSTEM (LOCAL GOVERNMENT)	Item #162
PERSONNEL RECORDS: OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT	Item #66
PERSONNEL RECORDS: SUPPLEMENTAL DOCUMENTATION	Item #378
POSITION DESCRIPTION RECORDS	Item #38
PROMOTION/TRANSFER REQUEST RECORDS	Item #139
SALARY COMPARISON REPORTS	Item #49
SALARY SCHEDULES	Item #240
SOCIAL SECURITY CONTROLLED SUMMARY RECORDS	Item #144
SOCIAL MEDIA ACCOUNT AUTHORIZATION RECORDS	Item #411
WORK SCHEDULES	Item #289
<u>Maintenance, Property, and Purchasing</u>	
BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS	Item #70
BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS	Item #71
BID RECORDS: NON-CAPITAL IMPROVEMENT	Item #72

*****FUNCTIONAL CATEGORY LISTING*****

ENERGY CONSUMPTION AND COST REPORTING RECORDS	Item #401
EQUIPMENT REFERENCE FILES	Item #223
EQUIPMENT/VEHICLE MAINTENANCE RECORDS	Item #104
EQUIPMENT/VEHICLE USAGE RECORDS	Item #224
HISTORICAL DESIGNATION RECORDS	Item #423
INSPECTION/MAINTENANCE RECORDS: BRIDGE	Item #276
INVENTORY: AGENCY PROPERTY	Item #40
INVENTORY: AGENCY RECORDS	Item #319
PROPERTY CONTROL RECORDS	Item #222
PROPERTY TRANSFER RECORDS	Item #41
PURCHASING RECORDS	Item #42
REAL PROPERTY RECORDS: CONDEMNATION/DEMOLITION	Item #364
REAL PROPERTY RECORDS: PROPERTY ACQUIRED	Item #172
REAL PROPERTY RECORDS: PROPERTY NOT ACQUIRED	Item #164
RECORDS DISPOSITION DOCUMENTATION	Item #45
RECORDS MANAGEMENT COMPLIANCE STATEMENTS	Item #322
RECORDS RETENTION SCHEDULES: AGENCY SPECIFIC	Item #68
UNCLAIMED PROPERTY RECORDS	Item #309
VEHICLE RECORDS	Item #154
VENDOR FILES	Item #97
<u>Public Safety</u>	
ANIMAL CONTROL RECORDS	Item #234
CODE VIOLATION RECORDS: CITATION ISSUED	Item #398
DISASTER PREPAREDNESS DRILL RECORDS	Item #259
DISASTER PREPAREDNESS PLANS	Item #210
DISASTER RELIEF RECORDS	Item #321
EMERGENCY MANAGEMENT PLAN REVIEW RECORDS	Item #419
EMERGENCY OPERATIONS RECORDS: FIVE YEAR STRATEGIC PLAN	Item #266
EMERGENCY OPERATIONS RECORDS: REGISTRY OF SPECIAL NEEDS OR TRANSPORTATION CLIENTS	Item #267
EMERGENCY OPERATIONS RECORDS: SHELTER INSPECTIONS	Item #268
EMERGENCY OPERATIONS RECORDS: SPECIAL NEEDS APPLICATION RECORDS	Item #265
FALSE ALARM RECORDS	Item #345
FOOD SERVICE ESTABLISHMENT LICENSE RECORDS	Item #402
GEOGRAPHIC INFORMATION SYSTEMS (GIS) DATA LAYERS AND DATASETS	Item #381
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: ADMINISTRATIVE	Item #382
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SNAPSHOTS: HISTORICAL	Item #383
GEOGRAPHIC INFORMATION SYSTEMS (GIS) SOURCE DOCUMENTS/DATA	Item #384
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
MOSQUITO CONTROL RECORDS	Item #425
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355

General Records Schedule GS1-SL for State and Local Government Agencies
FUNCTIONAL CATEGORY LISTING

NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
PROBATION RECORDS	Item #320
RADIO LOGS	Item #292
STORAGE TANK RECORDS	Item #412
VEHICLE LOCATOR RECORDS	Item #414
911 RECORDS: LOGS	Item #377
911 COMMUNICATIONS RECORDS	Item #434

Risk Management, Security, and Insurance

ACCESS CONTROL RECORDS	Item #189
AUDIT TRAILS: CRITICAL INFORMATION SYSTEMS	Item #393
AUDIT TRAILS: ROUTINE ADMINISTRATIVE INFORMATION SYSTEMS	Item #394
DRUG TEST EQUIPMENT RECORDS	Item #261
DRUG TEST PROGRAM ADMINISTRATION RECORDS	Item #262
EXPOSURE RECORDS	Item #227
INCIDENT REPORT FILES	Item #241
INJURY/ILLNESS RECORDS	Item #188
INSPECTION RECORDS: FIRE/SECURITY/SAFETY/HEALTH	Item #193
INSPECTION REPORTS: FIRE EXTINGUISHER	Item #219
INSURANCE RECORDS: AGENCY	Item #111
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: COMMUNITY RATING SYSTEM	Item #355
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOOD MITIGATION ASSISTANCE PROGRAM RECORDS	Item #356
NATIONAL FLOOD INSURANCE PROGRAM RECORDS: FLOODPLAIN CONSTRUCTION AUTHORIZATION RECORDS	Item #357
NOISE EXPOSURE MEASUREMENT RECORDS	Item #283
PARKING DECAL/PERMIT RECORDS: EMPLOYEES	Item #127
PERFORMANCE/MAINTENANCE/SURETY BOND RECORDS	Item #408
RESPIRATOR FIT TESTING RECORDS	Item #298
SECURITY SCREENING RECORDS	Item #369
STORAGE TANK RECORDS	Item #412
SURVEILLANCE RECORDINGS	Item #302
VEHICLE ACCIDENT RECORDS	Item #78
VISITOR/ENTRY RECORDS	Item #54
WORKERS' COMPENSATION PROGRAM ADMINISTRATION RECORDS	Item #55

Social/Human Services and Veterans Services

CHILD CARE RECORDS	Item #257
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General Records Schedule GS1-SL for State and Local Government Agencies
FUNCTIONAL CATEGORY LISTING

CLIENT CASE FILES: HUMAN/SOCIAL SERVICES	Item #275
CLIENT CASE FILES: VETERAN SERVICES	Item #310
COMMODITY SUPPLEMENTAL FOOD PROGRAM RECORDS	Item #258
DISASTER RELIEF RECORDS	Item #321
EMPLOYMENT ASSISTANCE PROGRAM RECORDS	Item #113
HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE	Item #273
HOUSING FINANCE ASSISTANCE RECORDS	Item #274
MEDICAL RECORDS: VETERAN SERVICES	Item #311