

# State of Florida

## **GENERAL RECORDS SCHEDULE GS5 FOR PUBLIC UNIVERSITIES AND COLLEGES**



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# 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:

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

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 *Managing Florida's Public Records* 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/](http://info.florida.gov/records-management/).

## TABLE OF CONTENTS

<b>FOREWORD</b> .....	<b>i</b>
<b>TABLE OF CONTENTS</b> .....	<b>ii</b>
<b>I. STATUTORY AUTHORITY</b> .....	<b>iii</b>
<b>II. DETERMINING RETENTION REQUIREMENTS</b> .....	<b>iii</b>
<b>III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS</b> .....	<b>iv</b>
<b>IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS</b> .....	<b>vi</b>
<b>V. ARCHIVAL VALUE</b> .....	<b>vii</b>
<b>VI. ELECTRONIC RECORDS</b> .....	<b>vii</b>
<b>VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS</b> .....	<b>viii</b>
<b>VIII. REFORMATTING STANDARDS AND REQUIREMENTS</b> .....	<b>viii</b>
<b>IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS</b> .....	<b>ix</b>
<b>RECORDS RETENTION SCHEDULES</b> .....	<b>1</b>
<b>CROSS-REFERENCE</b> .....	<b>8</b>
<b>ALPHABETICAL LISTING</b> .....	<b>13</b>
<b>NUMERICAL LISTING</b> .....	<b>15</b>

## 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).

## I. 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.

## II. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are 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, and 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 officially establishes 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 *GS2 for Criminal Justice Agencies and Medical Examiners* 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/](http://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 physical 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), 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/](http://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.

### III. 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 **7/31/2017**, 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	7/31/2017	+3	= 7/31/2020
3 fiscal years (local govt.)	9/30/2017	+3	= 9/30/2020
3 fiscal years (school district)	6/30/2018	+3	= 6/30/2021
3 calendar years	12/31/2017	+3	= 12/31/2020

**IV. 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 indicates that the 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](mailto: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 **“This series 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.

**V. 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.



## VI. 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 - Pursuant to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record who has made an assertion that a requested record is not a public record subject to public inspection or copying pursuant to Chapter 119, *Florida Statutes*, 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." This 30-day requirement **does not** supersede the established records retention schedule(s). Agencies cannot dispose of records at the end of the 30-day period following a public records request unless disposition is authorized by the applicable retention schedule.
- 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.

## VII. 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.

**VIII. 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**

### **ACADEMIC PROMOTION/TENURE RECORDS**

**Item #80**

This record series consists of the promotion portfolio or other documentation required for the review of applications for promotion and/or tenure. For each application, the series may include, but is not limited to, copies of applicable promotion criteria and standards; current curriculum vitae; employee's annual assignments; ratings received on annual evaluations; documentation supporting the employee's performance relative to promotion criteria and standards; employee's promotion appraisal(s); and other related documentation. A record of the approval, denial, or withdrawal of the application should be included in the official employee's personnel file; the institution determines what documentation serves as this record.

**RETENTION:** 5 anniversary years.

### **ACCREDITATION RECORDS**

**Item #96**

This record series consists of accreditation report and final self-study documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of the school. See also "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

**RETENTION:** 5 anniversary years after accreditation report is issued or until completion of the next accreditation cycle, whichever is longer. ***Agencies should ensure appropriate preservation of records determined to have long-term historical value.***

### **ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL**

**Item #2**

This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation. See also "ACCREDITATION RECORDS" and "ACCREDITATION RECORDS: SUPPORTING DOCUMENTS." ***These records may have archival value.***

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

### **ACCREDITATION RECORDS: SUPPORTING DOCUMENTS**

**Item #39**

This record series consists of supporting documents documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of school. See also "ACCREDITATION RECORDS."

**RETENTION:** 1 anniversary year after accredited.

### **ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS**

**Item #97**

This record series documents students who applied for admission but were denied admission or did not register. The series may include, but is not limited to, correspondence, applications, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and readmission forms of students who had previously been denied admission. See also "ADMISSION RECORDS: REGISTERED STUDENT."

**RETENTION:** 5 fiscal years after receipt of application or transcript.

### **ADMISSION RECORDS: REGISTERED STUDENTS**

**Item #41**

This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and readmission forms of students who have registered for classes. See also "ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS."

**RETENTION:** 5 anniversary years after attendance.

### **ANNUAL REPORTS: DEPARTMENTAL**

**Item #43**

This record series consists of summaries of departmental, university or division activities by year. These reports may be used in compiling the official college/university annual report. For retention of the official annual report of the college/university, see *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #245, Annual Reports, Governing Body.

**RETENTION:** 3 fiscal years.

### **ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS**

**Item #44**

This record series consists of Integrated Postsecondary Education Data System (IPEDS) reports; Office of Civil Rights (OCR) reports; and Equal Employment Opportunity Commission (EEOC) reports, specifically the EEO-6 report, Higher Education Staff Information. Retention pursuant to 29CFR1602.50, Requirement for filing and preserving copy of report.

**RETENTION:** 3 anniversary years.

### **CAMPUS SECURITY REPORT RECORDS**

**Item #109**

This record series consists of report records documenting campus security, crime, and fire safety in accordance with 34CFR668.46, the Clery Act. The Clery Act is intended to provide guidance on maintaining a safe and secure campus environment and addresses such issues as alcoholic beverages, illegal drugs, substance abuse, dating and domestic

violence, emergency response and evacuation, missing students, campus crime, security and fire safety. The series may include, but is not limited to, annual security reports, fire safety reports, related policies and procedures, and notifications.  
**RETENTION:** 10 anniversary years.

**CLASS ROLLS**

**Item #6**

This record series consists of rosters of all students enrolled in each class during a particular grading period.  
**RETENTION:** 3 fiscal years.

**CLASS, COURSE, ROOM, AND FACULTY SCHEDULES**

**Item #48**

This record series documents class meeting times and days for each course, room assignments, and teaching schedules, including office hours.  
**RETENTION:** Retain until end of semester.

**COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS**

**Item #50**

This record series documents degrees and courses offered in each program area. The series may include, but is not limited to, course descriptions; program requirements; proposals, creation and disbandment of classes, programs, internships, centers and institutes; and other documentation related to each course and program. This series may also include a copy of college and university undergraduate and graduate course catalogs.  
**RETENTION:** 1 academic year after course is permanently discontinued.

**COURSE AND PROGRAM RECORDS: FACULTY FILES**

**Item #34**

This record series consists of course and program documentation maintained by individual professors, faculty or instructors. The series may include, but is not limited to, schedules, course outlines, syllabi, policies, plans, instructional materials, evaluation tools, development materials, and course recordings.  
**RETENTION:** 2 anniversary years after the end of course or until superseded, whichever is longer.

**DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST**

**Item #51**

This record series consists of the official management statements of policy from the president's or provost's office for the university and the operating procedures which outline the methods for accomplishing the functions and activities assigned to each department. It includes all memoranda and correspondence generated relating to the policies and procedures which are to be followed by employees. *These records may have archival value.*  
**RETENTION:** 10 anniversary years after obsolete or superseded. *Agencies should ensure appropriate preservation of records determined to have long-term historical value.*

**DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)**

**Item #53**

This record series documents the conduct and results of investigations into major offenses as defined by the university or college, including but not limited to offenses resulting in expulsion. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, expulsion notices, and final action records. Final actions should be posted to the STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE. See also "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."  
**RETENTION:** 5 anniversary years after graduation, transfer, withdrawal, or final action, whichever is latest, provided final action posted to student's permanent academic record.

**DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)**

**Item #54**

This record series documents the conduct and results of investigations into minor offenses as defined by the university or college, including but not limited to offenses resulting in suspension. The series may include, but is not limited to, minutes of the discipline committee, student court records, correspondence, investigative reports, notices of hearings, hearing transcripts, recommendations, suspension notices, and final action records. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)" and "DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)."  
**RETENTION:** 3 anniversary years after final action.

**DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)**

**Item #98**

This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents regarding a student found not to have committed an offense. See also "DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)," and "DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)."  
**RETENTION:** 60 days after dismissal of case.

**DROP/ADD REQUEST RECORDS**

**Item #40**

This record series consists of drop/add requests submitted by students for the purposes of dropping and/or adding classes at the beginning of a semester. This is not to be confused with withdrawal records. See also "WITHDRAWAL RECORDS."  
**RETENTION:** 1 semester after posted.

**EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS**

**Item #99**

This record series documents efforts to comply with the requirements of the Florida Educational Equity Act (Section 1000.05, *Florida Statutes*, Discrimination against students and employees...) and the Florida College System Institution Employment Equity Accountability Program (Section 1012.86, *Florida Statutes*). The series may include, but is not limited to, implementation plans, corrective action plans, progress reports, employment data, enrollment data, and other related documentation. Retention is based on Section 1012.86(1), *Florida Statutes*, and Statute of Limitations, Section 95.11(3), *Florida Statutes*.

**RETENTION:** 4 anniversary years provided compliance achieved and maintained for at least 3 consecutive years prior to disposition.

**EDUCATIONAL PLANT SURVEY REPORTS**

**Item #20**

This record series consists of reports of educational space and facilities as required every five years by Section 1013.31, *Florida Statutes*, Educational plant survey; localized need assessment; PECO project funding. The surveys, as defined in Section 1013.01(8), *Florida Statutes*, report such information as how facilities are used, square footage allotted to each educational program, and assessments and recommendations for capital improvements, custodial services, sanitation facilities, safety, Americans with Disabilities Act modifications, and building envelope replacements.

**RETENTION:** 5 fiscal years after superseded by new report.

**EMPLOYEE FEE WAIVER RECORDS**

**Item #55**

This record series consists of waiver forms on tuition given to university/college employees.

**RETENTION:** 5 fiscal years.

**ENROLLMENT RECORDS**

**Item #7**

This record series consists of enrollment records of universities and colleges. The series may include, but is not limited to, reports on cumulative credit hours, equivalency and enrollment.

**RETENTION: Permanent.**

**EXAMINATION RECORDS: GRADUATION/CERTIFICATION REQUIREMENTS**

**Item #100**

This record series documents examinations taken by students in classes required for certification or graduation. The series may include, but is not limited to, students' information and examination responses (as recorded on bubble answer sheets, scantron forms or any other format), test questions and answer keys, and test administration instructions. See also "EXAMINATION RECORDS: NON-STANDARDIZED," "EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS" and "STUDENT CLASS WORK RECORDS."

**RETENTION:** 1 anniversary year after final class grades posted provided no appeal is pending, or 1 anniversary year after conclusion of appeal process if applicable.

**EXAMINATION RECORDS: NON-STANDARDIZED**

**Item #56**

This record series documents non-standardized examinations and tests to facilitate measuring student's performance or level of acquired knowledge including tests not required for graduation or certification. The series may include, but is not limited to, testing material, test questions, answer keys, student examination responses, and test administration instructions. See also "EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS" and "EXAMINATIONS: GRADUATION/CERTIFICATION REQUIREMENTS."

**RETENTION:** 1 semester after expiration of appeal process.

**EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS**

**Item #110**

This record series documents student assessments and standardized examinations administered by a national or state agency or organization to measure students' performance, level of acquired knowledge, or to assess students' mastery of basic skills. The series may include, but is not limited to, examination materials, student results and assessment reports for such tests as Tests of Adult Basic Education (TABE), Wonderlic Basic Skills Test (WBST), College-Level Academic Skills Test (CLAST), "ASSET," American College Testing (ACT), Florida College Entry-Level Placement Test or Multiple Assessment Placement Service (MAPS), Postsecondary Education Readiness Test (PERT), College Level Examination Proficiency (CLEP), Florida Teacher Certification Exam (FTC), DANTES Subject Standardized Tests (DSST), Miller's Analogy Test (MAT), Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), Test of Essential Academic Skills (TEAS), Medical College Admission Test (MCAT), and Scholastic Aptitude Test (SAT). State assessments are required by Section 1004.91, *Florida Statutes*, Requirements for career education program basic skills Career-preparatory instruction. See also "EXAMINATION RECORDS: NON-STANDARDIZED" and EXAMINATION RECORDS: GRADUATION/CERTIFICATION REQUIREMENTS."

**RETENTION:** 3 fiscal years after test results recorded and posted as applicable.

**FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS**

**Item #101**

This record series consists of correspondence, applications, and reports of accomplishment for faculty who are granted sabbaticals or professional development leave. The series does not include the record copy of financial records relating to

the sabbatical/leave. A copy of the notification of approval or denial of sabbatical/leave should be filed with the applicable personnel record.

**RETENTION:** 5 fiscal years after final report submitted or notification of denial.

**FEDERAL POSTSECONDARY EDUCATION SURVEYS**

**Item #65**

This record series consists of surveys completed as required for participation in federal student financial aid programs such as Pell Grants and other federal student loan programs. The surveys report such data as enrollments, program completions, graduation rates, faculty and staff, finances, institutional prices, and student financial aid. Surveys may be part of the Integrated Postsecondary Education Data System (IPEDS) Series, its predecessor the Higher Education General Information Survey (HEGIS) Series, or any other required federal data collection effort.

**RETENTION:** 5 fiscal years after final report.

**FINANCIAL AID RECORDS**

**Item #60**

This record series documents financial aid awards to enrolled students. The series may include, but is not limited to, student applications, award computations, acceptance letters, student assignments, and evaluations. See also "FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."

**RETENTION:** 5 fiscal years after last enrollment.

**FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED**

**Item #102**

This record series documents financial aid awards that were never paid because the students did not enroll or were denied admission. The series may include, but is not limited to, correspondence, applications, award computations, and other related records. See also "FINANCIAL AID RECORDS," "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC" and "SCHOLARSHIP/LOAN RECORDS."

**RETENTION:** 1 fiscal year after financial aid awarded without enrollment or admission denied.

**GRADE RECORDS: DATA INPUT FORMS**

**Item #62**

This record series consists of instructor grade reports, grade sheets, and grade changes that are used to create and update the students' transcripts.

**RETENTION:** 1 semester provided posted to Student Record.

**GRADUATE DISSERTATIONS AND THESES**

**Item #111**

This record series consists of final and accepted graduate dissertations and theses submitted to fulfill graduation requirements, along with abstracts and any other required accompanying documentation. The series may also include other culturally or historically significant work of the student submitted to fulfill graduation requirements.

**Retention: Permanent.**

**GRADUATE MEDICAL EDUCATION RECORDS: UNSUCCESSFUL RESIDENTS AND FELLOWS**

**Item #112**

This record series consists of education files for residents and fellows who do not complete the program or who are not recommended for Board certification. The series may include, but is not limited to, evaluations, record of the resident's/fellow's rotations and training experiences, educational disciplinary actions, and other applicable documentation. See also "STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE."

**RETENTION:** 7 anniversary years from the date the resident/fellow leaves the program.

**IDENTIFICATION CARD RECORDS: FEE PAID**

**Item #66**

This record series documents identification cards issued to students, employees, and other authorized individuals, for which a fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also "IDENTIFICATION CARD RECORDS: NO FEE PAID."

**RETENTION:** 5 fiscal years or until card no longer valid, whichever is later.

**IDENTIFICATION CARD RECORDS: NO FEE PAID**

**Item #67**

This record series documents identification cards issued to students, employees, and other authorized individuals, for which no fee is paid. The series may include, but is not limited to, such information as name, photograph, date of birth, height, weight, sex, race, and terms and conditions of card usage. See also "IDENTIFICATION CARD RECORDS: FEE PAID."

**RETENTION:** Retain as long as card is valid.

**IN-SERVICE EDUCATION RECORDS**

**Item #14**

This record series documents continuing professional education programs conducted for professors and instructors. The records provide such information as component name and identification number, program objectives, activities description, component evaluation, budget, names of participants, and performance records. Documentation of individual participation should be filed with the individual's personnel file.

**RETENTION:** 5 fiscal years.

**INSTITUTIONAL RESEARCH REPORTS**

**Item #15**

This record series consists of institutional research reports generated by the college along with supporting documentation. The series includes research sponsored or endorsed by the institution and reports prepared routinely or by specific request. This series does not include personal research files of faculty. ***These records may have archival value.***

**RETENTION:** 10 fiscal years.

**INSTITUTIONAL REVIEW BOARD INVESTIGATION REVIEW RECORDS**

**Item #113**

This record series consists of institutional review board investigation reviews of biomedical researches involving human subjects to assure the protection of the rights and welfare of the human subjects. The series may include, but is not limited to, copies of research proposals, scientific evaluations, correspondence, statement of findings, and other applicable documentation.

**RETENTION:** 4 anniversary years from date review is completed.

**INSTRUCTOR EVALUATIONS**

**Item #68**

This record series consists of evaluations of faculty members completed by their students each term.

**RETENTION:** 1 semester after submitted.

**INTERN SUPERVISOR PARTICIPATION CERTIFICATES**

**Item #69**

This record series consists of Internship Participation Certificates awarded to persons who supervise interns or student teachers. Once issued, the certificate is valid for three years and may be used at any school in the State University System. The bearer is also entitled to a tuition waiver for up to six credit hours of instruction.

**RETENTION:** 5 fiscal years after expiration.

**PARKING DECALS/PERMITS: STUDENTS**

**Item #114**

This record series consists of applications for parking decals or permits allowing students to park in designated areas, lots, or spaces, along with any related documentation.

**RETENTION:** 5 fiscal years after expiration or cancellation of parking privileges.

**PARKING TICKETS: FINE ASSESSED**

**Item #103**

This record series consists of copies of parking tickets issued on campus by campus police/security for which a fine was assessed. This series does not include state uniform traffic citations which are filed with the Clerk of Court and covered by *General Records Schedule GS2 for Criminal Justice Agencies and Medical Examiners*, Item #103, CITATIONS. See also "PARKING TICKETS: NO FINE ASSESSED."

**RETENTION:** 5 fiscal years provided.

**PARKING TICKETS: NO FINE ASSESSED**

**Item #104**

This record series consists of copies of parking tickets issued on campus by campus police/security for which no fine was assessed. This series does not include state uniform traffic citations which are filed with the Clerk of Court and covered by *General Records Schedule GS2 for Criminal Justice Agencies and Medical Examiners*, Item #103, CITATIONS. See also "PARKING TICKETS: FINE ASSESSED."

**RETENTION:** 180 days after ticket issued.

**PHYSICAL PLANT STATISTICAL REPORTS**

**Item #78**

This record series consists of statistical reports accumulated as a result of new construction and major renovation projects of the college.

**RETENTION:** 5 fiscal years after superseded by new report.

**PLACEMENT REPORTS**

**Item #18**

This record series consists of yearly placement reports of adult career and technical education programs which show percentage of placement of students.

**RETENTION:** 3 fiscal years.

**REGISTRATIONS: STUDENT**

**Item #27**

This record series consists of records for registration providing such information as name, validation number, fees, course name, and department.

**RETENTION:** 5 fiscal years.

**RESEARCH MISCONDUCT RECORDS: PUBLIC HEALTH SERVICE**

**Item #115**

This record series documents research misconduct by institutions that receive Public Health Service support for biomedical or behavioral research, research training or activities related to that research or research training. The series may include, but is not limited to, records of research misconduct proceedings, inquiry reports and final documents, investigation reports, records of appeal, and any other applicable records. Retention is pursuant to 42 CFR 93.317, Retention and custody of the research misconduct proceeding record.

**RETENTION:** 7 anniversary years after completion of the proceeding or any Public Health Service proceeding involving the research misconduct allegation, whichever is later.

**SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC**

**Item #105**

This record series consists of information pertaining to the eligibility of players and receipts of financial aid in the form of scholarships, including grant-in-aid scholarships, maintained to monitor accounts and to assist in complying with National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and conference rules and regulations. The series may include, but is not limited to, squad lists containing summary information; conference eligibility reports; team roster update sheets; scholarship count sheets showing who is on the schedule to receive aid; applications; nominee lists; eligibility questionnaires; eligibility reports which determine years of eligibility unused; credit voucher request sheets notes; Student-Athlete Health Insurance Portability and Accountability Act (HIPAA) Authorization/Buckley Amendment Consent-Disclosure of Protected Health Information forms; and other related documentation and correspondence. See also "FINANCIAL AID RECORDS" and "SCHOLARSHIP/LOAN RECORDS."

**RETENTION:** 6 anniversary years after graduation, last date of attendance, leaving program, or eligibility is exhausted.

**SCHOLARSHIP/LOAN RECORDS**

**Item #83**

This record series consists of complete files on scholarship recipients and student loans. These files may include, but are not limited to, applications, award letters, letters of acceptance, renewal applications, correspondence, deferment forms, cash payment receipts, certificate of service receipts, terms of the loan or scholarship stipulating how the funds are to be used, account cards, and other related records. File established to maintain complete record of scholarship from application until all notes are satisfied. See also "FINANCIAL AID RECORDS" and "SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC."

**RETENTION:** 5 fiscal years after paid or declared uncollectable.

**SEXUAL DISCRIMINATION RECORDS**

**Item #116**

This record series documents complaints and investigations of sexual discrimination, including sexual harassment, in educational programs or activities in accordance with Title IX of the Education Amendments of 1972. The series may include, but is not limited to, records of disciplinary sanctions and remedies provided to the complainant; notice of appeals; informal resolutions; record of any actions taken in response to the complaints; material used to train coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process; and any other applicable documentation. Retention is pursuant to 34 CFR Part 106.45(b)(10), Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, Recordkeeping.

**RETENTION:** 7 anniversary years after case is closed.

**STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE**

**Item #86**

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have graduated. The series may include, but is not limited to, results of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL."

**RETENTION:** 1 anniversary year after graduation.

**STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL**

**Item #87**

This record series consists of documentation used by student advisors or counselors to assist in advising individual students who have transferred or withdrawn. The series may include, but is not limited to, result of interest inventories; individual aptitude and ability tests; personality inventories; placement tests, for instance: AET, College Entrance Examination Board (CEEB), School and College Abilities Test (SCAT), and BCC; counselors' notes; copies of transcripts; grade reports; personal data sheets; appointment and advisement slips; correspondence; and other documents pertaining to individual students who have transferred or withdrawn from school. See also "STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE."

**RETENTION:** 3 anniversary years after transfer or withdrawal.

**STUDENT APPEAL RECORDS**

**Item #88**

This record series consists of appeals for grade changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.

**RETENTION:** 5 fiscal years after final appeal, provided posted to permanent record.

**STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS**

**Item #106**

This record series consists of records documenting applications for fellowships or undergraduate research symposium awards. The series may include, but is not limited to, application letters from candidates, letters of recommendation, copies of research proposals or honors papers, and other supporting documentation. Awards are posted to student record where applicable.

**RETENTION:** 5 fiscal years after awarded.



**STUDENT CLASS WORK RECORDS**

**Item #107**

This record series consists of term papers, homework, art work, lab projects, and other class work materials. Class work in the possession of a student is not a public record. This retention applies only to class work in the care of the instructor or other staff member. For examinations taken by students in classes required for certification or graduation, use "EXAMINATIONS: GRADUATION/CERTIFICATION REQUIREMENTS."

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

**STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE**

**Item #91**

This record series consists of the official student transcript documenting courses taken, grades received and degrees awarded. The series may also include any other documentation designated by the school as part of the student's permanent academic record, such as final actions relating to major disciplinary actions. See also "STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS."

**RETENTION: Permanent.**

**STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS**

**Item #89**

This record series consists of records relating to the maintenance of the active student record/transcript. The series may include, but is not limited to, correspondence, letters of recommendation, drop/add forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, change slips, notice of admission, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. See also "ADMISSION RECORDS: REGISTERED STUDENTS" and "STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE."

**RETENTION:** 5 anniversary years after graduation, transfer or withdrawal.

**STUDENT NEWSPAPERS**

**Item #30**

This record series consists of newspapers produced and distributed by student organizations officially recognized by the school. **NOTE:** Stocks of student publications are considered duplicates under this series. *These records may have archival value.* See also "STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS."

**RETENTION: Permanent.**

**STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS**

**Item #31**

This record series consists of copies of materials submitted by contributing reporters/students/faculty, layout sheets, and other materials used in production of student newspapers. See also "STUDENT NEWSPAPERS."

**RETENTION:** 30 days.

**STUDENT RECORDS: INTERNATIONAL STUDENTS**

**Item #108**

This record series consists of records required of international students for academic studies. The series includes student visa records, United States Department of Homeland Security Form I-20, Certificate of Eligibility (F-1) Student Status – For Academic and Language Students, and U.S. Department of State Form DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status. Retention based on 22CFR62.10(g), Program administration, Retention of records, which requires retention of exchange visitor program records for a minimum of three years.

**RETENTION:** 3 anniversary years after graduation, transfer, completion, or withdrawal from program.

**TRANSCRIPT RELEASE FORMS**

**Item #95**

This record series consists of transcript release forms completed and signed by the student, or by the parent or guardian, if the student is under the age of 18, providing written consent for release of transcripts. Required for colleges and institutions of higher learning within the State University System, these forms document the release of transcripts to educational institutions, as well as other entities.

**RETENTION:** 4 anniversary years after records released or last effective date of authorization, whichever is later.

**VETERANS RECORDS: EDUCATIONAL ASSISTANCE**

**Item #94**

This record series consists of files for each veteran and eligible person certified to receive Veterans Administration educational assistance. The series may include, but is not limited to, records of tuition and fees charged, tuition and admission deposit waivers, previous education and training, grades and progress, and other related materials. Refer to Section 38CFR21.4209, Department of Veterans Affairs, Vocational Rehabilitation and Education, Examination of records for federal retention requirements.

**RETENTION:** 5 fiscal years.

**WITHDRAWAL RECORDS**

**Item #35**

This record series consists of requests submitted by students to withdraw from a class or classes. See also "DROP/ADD RECORDS."

**RETENTION:** 5 fiscal years after withdrawal.

## **CROSS-REFERENCE**

- ABSTRACTS: PROPERTY OWNED BY DISTRICT BOARD OF TRUSTEES  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #172, REAL PROPERTY RECORDS: PROPERTY ACQUIRED  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #3, ADMINISTRATIVE SUPPORT RECORDS
- ACCIDENT RECORDS: STUDENT/EMPLOYEE  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #241, INCIDENT REPORT FILES  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #188, INJURY RECORDS
- ACCREDITATION RECORDS: ACCREDITATION REPORT  
use ACCREDITATION RECORDS
- ACCREDITATION RECORDS: FINAL SELF-STUDY  
use ACCREDITATION RECORDS
- ADMISSION RECORDS: STUDENTS DENIED ADMISSION  
use ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS
- ADMISSION RECORDS: UNREGISTERED STUDENTS  
use ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS
- ANNUAL REPORT OF THE PRESIDENT  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #245, ANNUAL REPORTS: GOVERNING BODY
- ANNUAL REPORTS  
use ANNUAL REPORTS: DEPARTMENTAL
- BENEFIT DISTRIBUTION REPORTS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #111, INSURANCE RECORDS: AGENCY
- BUDGET TRANSFER FORMS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #435, FINANCIAL TRANSACTION RECORDS: DETAIL
- CASH CONTROL REPORTS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #50, AUTOMATED ACCOUNTING SYSTEM REPORTS
- COMMITTEE RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #334, COMMITTEE/BOARD APPOINTMENT RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #379, COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS
- COURSE AND PROGRAM RECORDS  
use COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS
- DISCIPLINE RECORDS: STUDENT (FINAL ACTION)  
use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE  
or DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)  
or DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)
- DROP/ADD RECORDS  
use DROP/ADD REQUEST RECORDS

General Records Schedule GS5 for Public Universities and Colleges  
\*\*\*CROSS-REFERENCE\*\*\*

ENROLLMENT RECORDS: DEPARTMENTAL COPIES  
use ENROLLMENT RECORDS

EXAMINATION MATERIALS: NON-STANDARDIZED (STUDENT)  
use EXAMINATION RECORDS: NON-STANDARDIZED

EXAMINATION MATERIALS: STANDARDIZED (STUDENT)  
use EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS

EXAMINATIONS: GRADUATION/CERTIFICATION  
use EXAMINATION RECORDS: GRADUATION/CERTIFICATION REQUIREMENTS

EXPULSION RECORDS: STUDENT  
use DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)

FACULTY ASSIGNMENT REPORTS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #378, PERSONNEL RECORDS:  
SUPPLEMENTAL DOCUMENTATION

FACULTY/STAFF OUTSIDE ACTIVITIES RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #19, PERSONNEL RECORDS:  
STATE-ADMINISTERED RETIREMENT SYSTEM  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #66, PERSONNEL RECORDS:  
OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #378, PERSONNEL RECORDS:  
SUPPLEMENTAL DOCUMENTATION

FACULTY/STAFF CONFLICT OF INTEREST RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #19, PERSONNEL RECORDS:  
STATE-ADMINISTERED RETIREMENT SYSTEM  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #66, PERSONNEL RECORDS:  
OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #378, PERSONNEL RECORDS:  
SUPPLEMENTAL DOCUMENTATION

FEE COLLECTION REPORTS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #435, FINANCIAL  
TRANSACTION RECORDS: DETAIL

FINANCIAL OBLIGATION CLEARANCE RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #435, FINANCIAL  
TRANSACTION RECORDS: DETAIL  
or *General Records Schedule GS15 for Public Libraries*, item #6, FEE/FINE ASSESSMENT RECORDS

FINANCIAL REPORTS: MONTHLY  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #107, FINANCIAL REPORTS:  
ANNUAL (LOCAL GOVERNMENT)

FOLLOW-UP SURVEYS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #30, MANAGEMENT  
SURVEYS/STUDIES: INTERNAL

FOOD SERVICE RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #435, FINANCIAL  
TRANSACTION RECORDS: DETAIL  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #65,  
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

GENERAL EQUIVALENCY DIPLOMA (GED) RECORDS  
use ADMISSION RECORDS: REGISTERED STUDENTS  
or ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

General Records Schedule GS5 for Public Universities and Colleges  
\*\*\*CROSS-REFERENCE\*\*\*

GENERAL EDUCATIONAL DEVELOPMENT DIPLOMA (GED) RECORDS

use ADMISSION RECORDS: REGISTERED STUDENTS  
or ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS

GRADUATE MEDICAL EDUCATION RECORDS: RESIDENTS AND FELLOWS

use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE  
or STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS

GRANT FILES: FUNDED

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #422, GRANT FILES

GRANT FILES: GEPA-RELATED

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #422, GRANT FILES

HIGHER EDUCATION GENERAL INFORMATION SURVEYS

use FEDERAL POSTSECONDARY EDUCATION SURVEYS

HOUSING RECORDS (STUDENT AND FAMILY)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #65,  
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

LEAVE INDEX RECORDS: TERMINATED (10 YEARS OR MORE SERVICE)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #19, PERSONNEL RECORDS:  
STATE-ADMINISTERED RETIREMENT SYSTEM

LEAVE INDEX RECORDS: TERMINATED (LESS THAN 10 YEARS SERVICE)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #116, ATTENDANCE AND  
LEAVE RECORDS

NEED ASSESSMENT RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #30, MANAGEMENT  
SURVEYS/STUDIES: INTERNAL

PARKING TICKETS

use PARKING TICKETS: FINE ASSESSED  
or PARKING TICKETS: NO FINE ASSESSED

PERMITS: MAIL SERVICE

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3, ADMINISTRATIVE  
SUPPORT RECORDS

PERSONNEL RECORDS: ACTIVITY REPORT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #116, ATTENDANCE AND  
LEAVE RECORDS

PERSONNEL RECORDS: EVALUATION ACADEMIC/PROFESSIONAL/FACULTY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #19, PERSONNEL RECORDS:  
STATE-ADMINISTERED RETIREMENT SYSTEM  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #66, PERSONNEL RECORDS:  
OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

PLANT SECURITY REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #241, INCIDENT REPORT  
FILES

PLANT SURVEY REPORTS

use EDUCATIONAL PLANT SURVEY REPORTS

PRIVATE LOAN AND SCHOLARSHIP RECORDS

use SCHOLARSHIP/LOAN RECORDS

General Records Schedule GS5 for Public Universities and Colleges  
\*\*\*CROSS-REFERENCE\*\*\*

PROCEDURES: MANUALS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #186,  
DIRECTIVES/POLICIES/PROCEDURES

PROJECT FILES: PRIORITY REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #136, PROJECT FILES:  
CAPITAL IMPROVEMENT

PROJECT FILES: PROGRAM DEVELOPMENT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #291, PROJECT FILES:  
OPERATIONAL

PROJECT FILES: REAL PROPERTY LEASES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #64,  
CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

PROMOTION AND TENURE RECORDS

use ACADEMIC PROMOTION/TENURE RECORDS

PROMOTION AND TENURE RECORDS: GRANTED

use ACADEMIC PROMOTION/TENURE RECORDS

REAL PROPERTY ACQUISITIONS/CONDEMNATION/DISPOSAL RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #364, REAL PROPERTY  
RECORDS: CONDEMNATION/DEMOLITION,  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #172, REAL PROPERTY  
RECORDS: PROPERTY ACQUIRED,  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #164, REAL PROPERTY  
RECORDS: PROPERTY NOT ACQUIRED

REFUND RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #435, FINANCIAL  
TRANSACTION RECORDS: DETAIL

SAFETY-TO-LIFE INSPECTION RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #193, INSPECTION RECORDS:  
FIRE/SECURITY/SAFETY

STATE STUDENT ASSESSMENT RECORDS: TEST RESULTS/REPORTS

use EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS

STUDENT ADVISEMENT RECORDS: GRADUATE

use STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

STUDENT ADVISEMENT RECORDS: WITHDRAWAL

use STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

STUDENT COUNSELING RECORDS: GRADUATE

use STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE

STUDENT COUNSELING RECORDS: WITHDRAWAL

use STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL

STUDENT EMPLOYMENT RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #66, PERSONNEL RECORDS:  
OPS/VOLUNTEER/INTERN/TEMPORARY EMPLOYMENT

STUDENT IDENTIFICATION RECORDS: FEE PAID

use IDENTIFICATION CARD RECORDS: FEE PAID

STUDENT IDENTIFICATION RECORDS: NO FEE PAID

use IDENTIFICATION CARD RECORDS: NO FEE PAID

General Records Schedule GS5 for Public Universities and Colleges  
\*\*\*CROSS-REFERENCE\*\*\*

STUDENT ORGANIZATION RECORDS

use applicable item(s) in the *General Records Schedule GS1-SL for State and Local Government Agencies*

STUDENT PROFILE ANALYSIS REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS

STUDENT TRANSCRIPTS

use STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE

SUSPENSION RECORDS

use DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)

TAX SHELTER ANNUITIES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #183, PAYROLL RECORDS: LEDGERS/TRIAL BALANCE REPORTS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #35, PAYROLL RECORDS: POSTED

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #195, PAYROLL RECORDS: SUPPORTING DOCUMENTS

TICKETS (SOLD) REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #238, PUBLIC PROGRAM/EVENT RECORDS,

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #435, FINANCIAL TRANSACTION RECORDS: DETAIL

or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #124, OPERATIONAL AND STATISTICAL REPORT RECORDS

TRAINING RECORDS: INSTRUCTOR

use COURSE AND PROGRAM RECORDS: FACULTY FILES

## **ALPHABETICAL LISTING**

ACADEMIC PROMOTION/TENURE RECORDS	Item #80
ACCREDITATION RECORDS	Item #96
ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL	Item #2
ACCREDITATION RECORDS: SUPPORTING DOCUMENTS	Item #39
ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS	Item #97
ADMISSION RECORDS: REGISTERED STUDENTS	Item #41
ANNUAL REPORTS: DEPARTMENTAL	Item #43
ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS	Item #44
CAMPUS SECURITY REPORT RECORDS	Item #109
CLASS ROLLS	Item #6
CLASS, COURSE, ROOM, AND FACULTY SCHEDULES	Item #48
COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS	Item #50
COURSE AND PROGRAM RECORDS: FACULTY FILES	Item #34
DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST	Item #51
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)	Item #53
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)	Item #54
DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)	Item #98
DROP/ADD REQUEST RECORDS	Item #40
EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS	Item #99
EDUCATIONAL PLANT SURVEY REPORTS	Item #20
EMPLOYEE FEE WAIVER RECORDS	Item #55
ENROLLMENT RECORDS	Item #7
EXAMINATION RECORDS: GRADUATION/CERTIFICATION REQUIREMENTS	Item #100
EXAMINATION RECORDS: NON-STANDARDIZED	Item #56
EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS	Item #110
FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS	Item #101
FEDERAL POSTSECONDARY EDUCATION SURVEYS	Item #65
FINANCIAL AID RECORDS	Item #60
FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED	Item #102
GRADE RECORDS: DATA INPUT FORMS	Item #62
GRADUATE DISSERTATIONS AND THESES	Item #111
GRADUATE MEDICAL EDUCATION RECORDS: UNSUCCESSFUL RESIDENTS AND FELLOWS	Item #112
IDENTIFICATION CARD RECORDS: FEE PAID	Item #66
IDENTIFICATION CARD RECORDS: NO FEE PAID	Item #67
IN-SERVICE EDUCATION RECORDS	Item #14
INSTITUTIONAL RESEARCH REPORTS	Item #15
INSTITUTIONAL REVIEW BOARD INVESTIGATION REVIEW RECORDS	Item #113
INSTRUCTOR EVALUATIONS	Item #68
INTERN SUPERVISOR PARTICIPATION CERTIFICATES	Item #69
PARKING DECALS/PERMITS: STUDENTS	Item #114
PARKING TICKETS: FINE ASSESSED	Item #103
PARKING TICKETS: NO FINE ASSESSED	Item #104
PHYSICAL PLANT STATISTICAL REPORTS	Item #78
PLACEMENT REPORTS	Item #18
REGISTRATIONS: STUDENT	Item #27
RESEARCH MISCONDUCT RECORDS: PUBLIC HEALTH SERVICES	Item #115
SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC	Item #105
SCHOLARSHIP/LOAN RECORDS	Item #83
SEXUAL DISCRIMINATION RECORDS	Item #116
STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE	Item #86
STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL	Item #87

General Records Schedule GS5 for Public Universities and Colleges  
\*\*\*ALPHABETICAL LISTING\*\*\*

STUDENT APPEAL RECORDS	Item #88
STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS	Item #106
STUDENT CLASS WORK RECORDS	Item #107
STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE	Item# 91
STUDENT EDUCATION RECORDS: SUPPORTING DOCUMENTS	Item #89
STUDENT NEWSPAPERS	Item #30
STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS	Item #31
STUDENT RECORDS: INTERNATIONAL STUDENTS	Item #108
TRANSCRIPT RELEASE FORMS	Item #95
VETERANS RECORDS: EDUCATIONAL ASSISTANCE	Item #94
WITHDRAWAL RECORDS	Item #35



**NUMERICAL LISTING**

ACCREDITATION RECORDS: SOUTHERN ASSOCIATION COLLEGE/SCHOOL CLASS ROLLS	Item #2
ENROLLMENT RECORDS	Item #6
	Item #7
IN-SERVICE EDUCATION RECORDS	Item #14
INSTITUTIONAL RESEARCH REPORTS	Item #15
PLACEMENT REPORTS	Item #18
EDUCATIONAL PLANT SURVEY REPORTS	Item #20
REGISTRATIONS: STUDENT	Item #27
STUDENT NEWSPAPERS	Item #30
STUDENT NEWSPAPERS: SUPPORTING DOCUMENTS	Item #31
COURSE AND PROGRAM RECORDS: FACULTY FILES	Item #34
WITHDRAWAL RECORDS	Item #35
ACCREDITATION RECORDS: SUPPORTING DOCUMENTS	Item #39
DROP/ADD REQUEST RECORDS	Item #40
ADMISSION RECORDS: REGISTERED STUDENTS	Item #41
ANNUAL REPORTS: DEPARTMENTAL	Item #43
ANNUAL REPORTS: FEDERALLY FUNDED PROGRAMS	Item #44
CLASS, COURSE, ROOM, AND FACULTY SCHEDULES	Item #48
COURSE AND PROGRAM RECORDS: DESCRIPTIONS AND REQUIREMENTS	Item #50
DIRECTIVES/POLICIES/PROCEDURES: PRESIDENT/PROVOST	Item #51
DISCIPLINE RECORDS: STUDENT (MAJOR OFFENSE)	Item #53
DISCIPLINE RECORDS: STUDENT (MINOR OFFENSE)	Item #54
EMPLOYEE FEE WAIVER RECORDS	Item #55
EXAMINATION RECORDS: NON-STANDARDIZED	Item #56
FINANCIAL AID RECORDS	Item #60
GRADE RECORDS: DATA INPUT FORMS	Item #62
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IDENTIFICATION CARD RECORDS: FEE PAID	Item #66
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STUDENT ADVISEMENT/COUNSELING RECORDS: GRADUATE	Item #86
STUDENT ADVISEMENT/COUNSELING RECORDS: TRANSFER/WITHDRAWAL	Item #87
STUDENT APPEAL RECORDS	Item #88
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STUDENT EDUCATION RECORDS: PERMANENT ACADEMIC FILE	Item #91
VETERANS RECORDS: EDUCATIONAL ASSISTANCE	Item #94
TRANSCRIPT RELEASE FORMS	Item #95
ACCREDITATION RECORDS	Item #96
ADMISSION RECORDS: DENIED/UNREGISTERED STUDENTS	Item #97
DISCIPLINE RECORDS: STUDENT (NO VIOLATION FOUND)	Item #98
EDUCATIONAL AND EMPLOYMENT EQUITY REPORTING RECORDS	Item #99
EXAMINATION RECORDS: GRADUATION/CERTIFICATION REQUIREMENTS	Item #100
FACULTY SABBATICAL/PROFESSIONAL DEVELOPMENT LEAVE RECORDS	Item #101
FINANCIAL AID RECORDS: STUDENTS NEVER ENROLLED	Item #102

General Records Schedule GS5 for Public Universities and Colleges  
**\*\*\*NUMERICAL LISTING\*\*\***

PARKING TICKETS: FINE ASSESSED	Item #103
PARKING TICKETS: NO FINE ASSESSED	Item #104
SCHOLARSHIP/GRANT-IN-AID RECORDS: ATHLETIC	Item #105
STUDENT AWARD APPLICATION RECORDS: FELLOWSHIPS/HONORS	Item #106
STUDENT CLASS WORK RECORDS	Item #107
STUDENT RECORDS: INTERNATIONAL STUDENTS	Item #108
CAMPUS SECURITY REPORT RECORDS	Item #109
EXAMINATION RECORDS: STATE ASSESSMENTS AND STANDARDIZED EXAMINATIONS	Item #110
GRADUATE DISSERTATIONS AND THESES	Item #111
GRADUATE MEDICAL EDUCATION RECORDS: UNSUCCESSFUL RESIDENTS AND FELLOWS	Item #112
INSTITUTIONAL REVIEW BOARD INVESTIGATION REVIEW RECORDS	Item #113
PARKING DECALS/PERMITS: STUDENTS	Item #114
RESEARCH MISCONDUCT RECORDS: PUBLIC HEALTH SERVICES	Item #115
SEXUAL DISCRIMINATION RECORDS	Item #116