

Facilities

Adverse Adjustment Hearing Case Files: Building Code Board (Commercial)

Schedule GS1-SL 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 Period: Retain for life of structure **OR** 10 anniversary years after case closed, whichever is later.

Adjustment Hearing Case Files: Building Code Board (Residential)

Schedule GS1-SL 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 Period: 10 anniversary years after case closed.

Annexation Records

Schedule GS1-SL 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 Period: **PERMANENT.**

Architectural/Building Plans and Permits: Abandoned/Withdrawn

Schedule GS1-SL 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series consists of building plans and permit applications that have been submitted for review but were abandoned or withdrawn by the applicant with no permit issued or upon verification that no work was performed under the permit.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 Period: 180 days after last action.

Architectural/Building Plans: Commercial

Schedule GS1-SL 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 Period: 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
Schedule GS1-SL 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 Period: Retain until obsolete, superseded, or administrative value is lost.

Architectural/Building Plans: Residential
Schedule GS1-SL 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 Period: 10 anniversary years after issuance of certificate of occupancy.

Backflow and Cross Connection Control Program Records
Schedule GS1-SL 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 Period: 10 anniversary years.

Certificate Of Occupancy: Commercial
Schedule GS1-SL 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 Period: 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
Schedule GS1-SL 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 Period: 10 anniversary years after issuance of certificate of occupancy.

Code Enforcement Hearing Case Files
Schedule GS1-SL Item #236

This record series consists of case files documenting code violation hearings before the Code Enforcement Board or a Special Master. 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 Period: 5 fiscal years after case is closed.

Code Violation Records: Citation Issued
Schedule GS1-SL 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 ENFORCEMENT HEARING CASE FILES" and "CODE VIOLATION RECORDS: NO CITATION ISSUED."

Retention Period: 5 fiscal years after case is closed.

Code Violation Records: No Citation Issued
Schedule GS1-SL 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 ENFORCEMENT HEARING CASE FILES."

Retention Period: 3 anniversary years after case is closed.

Comprehensive Master Plans: Adopted
Schedule GS1-SL 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 Period: PERMANENT.

Comprehensive Master Plans: Adopted (Supporting Documents)

Schedule GS1-SL 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 Period: 5 anniversary years after adopted. Agencies should ensure appropriate preservation of records determined to have long-term historical value.

Contracts/Leases/Agreements: Capital Improvement/Real Property

Schedule GS1-SL 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 Period: 10 fiscal years after completion or termination of contract/lease/agreement.

Educational Plant Survey Reports

GS5 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 Period: 5 fiscal years after superseded by new report provided applicable audits have been released.

Energy Consumption and Cost Reporting Records

Schedule GS1-SL 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 Period: 1 fiscal year from report date.

Engineering Records: Infrastructure

Schedule GS1-SL 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 Period: Retain for life of structure/element.

Equipment Reference Files

Schedule GS1-SL 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 Period: Retain until obsolete, superseded, or administrative value is lost.

Equipment/Vehicle Maintenance Records

Schedule GS1-SL 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 Period: 1 fiscal year after disposition of equipment or 5 fiscal years after service/maintenance/repair; whichever occurs first.

Equipment/Vehicle Usage Records

Schedule GS1-SL 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 Period: 1 calendar year.

Facility Reservation/Rental Records

Schedule GS1-SL 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 Period: 5 fiscal years.

Geographic Information Systems (GIS) Data Layers And Datasets

Schedule GS1-SL 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 Period: Retain until obsolete, superseded, or administrative value is lost.

Geographic Information Systems (GIS) Snapshots: Administrative
Schedule GS1-SL 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 Period: 1 anniversary year.

Geographic Information Systems (GIS) Snapshots: Historical
Schedule GS1-SL 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 Period: **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
Schedule GS1-SL 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 Period: Retain until obsolete, superseded, or administrative value is lost.

Historical Designation Records
GS1-SL 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 Period: **PERMANENT.**

Inspection Records: Fire/Security/Safety/Health

Scheduled GS1-SL 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 Period: 4 calendar years after inspection.

Inspection/Maintenance Records: Bridge

Schedule GS1-SL Item #276

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

Retention Period: Retain for life of structure.

Inspector's Route Sheets: Daily

Schedule GS1-SI 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 Period: 3 fiscal years.

Land Development and Planning Project Files

Schedule GS1-SL 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 Period: 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

Schedule GS1-SL 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 Period: 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

Schedule GS1-SL 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 Period: 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
Schedule GS1-SL 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 Period: PERMANENT. State agencies should contact the State Archives of Florida for archival review after 5 years. Other agencies should ensure appropriate preservation of records.

Licenses: Certificate of Competency Records
Schedule GS1-SI 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 Period: 3 fiscal years after the file is closed due to non-renewal and/or revocation of license.

Licenses: Certificate of Competency Records (Temporary)
Schedule GS1-SL 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 Period: 1 anniversary year after expiration, revocation, or denial of license.

Maps: Originals**Schedule GS1-SL 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 Period: PERMANENT.

National Flood Insurance Program Records: Community Rating System**Schedule GS1-SL 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 Period: Retain for duration of participation in program.

National Flood Insurance Program Records: Flood Mitigation Assistance Program Records**Schedule GS1-SL 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 Period: PERMANENT.

National Flood Insurance Program Records: Floodplain Construction Authorization Records**Schedule GS1-SL 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 Period: PERMANENT.

Parking Decal/Permit Records: Employees**Schedule GS1-SL 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 Period: 2 fiscal years after expiration or cancellation of parking privileges.

Permits: Building**Schedule GS1-SL 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 Period: 10 anniversary years.

Permits: Confined Space Entry

Schedule GS1-SL 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 Period: 1 anniversary year after cancellation of permit.

Permits: Signs (Local Government)

Schedule GS1-SL 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 Period: 3 fiscal years.

Physical Plant Statistical Reports

Schedule GS5 Item #78

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

Retention Period: 5 fiscal years after superseded by new report provided applicable audits have been released.

Project Files: Capital Improvement

Schedule GS1-SL 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 Period: 10 fiscal years after completion or termination of project.

Project Files: Federal**Schedule GS1-SL 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 Period: 5 fiscal years after completion or termination of project.

Project Files: Non-Capital Improvement**Schedule GS1-SL 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 Period: 5 fiscal years after completion or termination of project.

Project Files: Operational**Schedule GS1-SL 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 Period: 3 fiscal years after completion or termination of project.

Property Control Records**Schedule GS1-SL 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 Period: Retain until completion of the next physical inventory after the equipment leaves service.

Property Transfer Records**Schedule GS1-SL 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 Period: 1 fiscal year provided a physical inventory has been completed.

Real Property Records: Condemnation/Demolition**Schedule GS1-SL 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 Period: 5 anniversary years after final action.

Real Property Records: Property Acquired**Schedule GS1-SL 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 Period: 3 fiscal years after termination of agency’s ownership of the real property.

Real Property Records: Property Not Acquired**Schedule GS1-SL 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 Period: 3 fiscal years.

Registration/Permit/License/Certification Records: Required by City or County Code/Ordinance (No Permitting Fee)**Schedule GS1-SL 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 Period: 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)**Schedule GS1-SL 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 Period: 5 fiscal years after denial or expiration of registration/permit/license/certification or withdrawal/abandonment of application.

Right-of-Way Permit Records**Schedule GS1-SL 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 Period: 5 fiscal years or as long as right of way is being used for permitted purpose, whichever is longer. .

Sunshine State One-Call of Florida Records

Schedule GS1-SL 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 Period: Retain until obsolete, superseded or administrative value is lost.

Surveys: Aerial

Schedule GS1-SL Item #303

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

Retention Period: PERMANENT.

Tax Exemption Application Files: Ad Valorem (Economic Development)

Schedule GS1-SL 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 Period: 5 fiscal years.

Vehicle Locator Records

Schedule GS1-SL 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 Period: 30 days.

Vehicle Records

Schedule GS1-SL 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 Period: 1 anniversary year after disposition of vehicle.

Work Orders

Schedule GS1-SL 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 “DISBURSEMENT RECORDS: DETAIL.” See also “EQUIPMENT/VEHICLE MAINTENANCE RECORDS.”

Retention Period: 3 fiscal years.

Zoning Variance Records

Schedule GS1-SL 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 Period: PERMANENT.