

CHAPTER 3.00 - SCHOOL ADMINISTRATION

3.23* - Records Retention and Disposal

POLICY:

- (1) The School Board shall establish and maintain a system for the retention and destruction of District school records in order to reduce the space required for record storage and to permit the Superintendent to administer the affairs of the District more efficiently.
- (2) Pursuant to public records laws and rules of the Florida Department of State, the Management Information Services Office shall develop a records retention schedule for each records series of type of record, including teacher=s records on each student=s grade and attendance.
- (3) Records which are designated as permanent in Section 257, Florida Statutes, and by the Division of Archives, History and Records Management of the Florida Department of State, and those selected by the School Board or Superintendent as having permanent value, may be destroyed after being digitally archived, photographed, reproduced on film, or provided applicable audits have been completed for the period covering the dates of said documents. Photographs, digitally archived documents, microphotographs, or in the form of film or prints made in compliance with this rule, shall have the same force and effect as the originals and shall be treated as originals for the purpose of admissibility in evidence.
- (4) After complying with the provisions of Section 257.37, Florida Statutes, the Superintendent is authorized, at his/her discretion, to destroy general correspondence over three (3) years old and other records, papers, and documents over three (3) years old which are on the retention schedule approved by the Division of Archives, provided such records do not serve as an agreement or understanding or have value as permanent records.

STATUTORY AUTHORITY: 1001.41 (2), 1001.42 (17), F.S.

LAWS IMPLEMENTED: 119.01, 119.041, 1001.52, 257.37, F.S.

HISTORY:
Adopted: 06/17/97
Revision Date(s): 12/03/02, 6/17/08
Formerly: