NOTICE OF PROPOSED REGULATION DEVELOPMENT
New College of Florida Board of Trustees

REGULATION CHAPTER NUMBER:
Chapter 1 – General Provisions and Executive Affairs

REGULATION NUMBERS AND TITLES:
Regulation 1-1010 Records Retention and Destruction, Including Email and Electronic Documents

Rationale for changes to Regulation 1-1010 Records Retention and Destruction, Including Email and Electronic Documents
The Director of Information Technology and the Dean of Information Technology and Enrollment Services met regularly with the College's Technology Advisory Committee (TAC) over the past 12 months to develop more concise language regarding retention of documents in various campus offices and departments, as well as provide the College community with guidance regarding the retention and destruction of email and electronic documents. The proposed changes are aligned with the practices of other Florida State University System institutions.

TEXT OF PROPOSED REGULATION:
The full text of the proposed revisions to Regulation 1-1010 is set out following this notice.

NEW COLLEGE OFFICIAL INITIATING THE REGULATION:
Courtney Hughes, Coordinator of Special Projects, President's Office

PROCEDURE FOR COMMENTING ON PROPOSED REGULATION:
Comments may be submitted as follows:

1. Any person may submit comments concerning the proposed regulation to the Ms. Hughes any time up to 14 days prior to the June 15, 2013 meeting of the New College of Florida Board of Trustees, or by Saturday, June 1, 2013. Comments can be provided to Ms. Hughes by mail, fax, email or telephone, as follows:

   Courtney Hughes
   New College of Florida
   5800 Bay Shore Road
   Sarasota, FL 34243-2109

   Telephone: 941-487-4112
   Fax: 941-487-4101
   Email: chughes@ncf.edu

   Comments provided to Ms. Hughes will be presented to the Board of Trustees for consideration.

2. Comments may be directed in person to the Board of Trustees at its meeting scheduled for Saturday, June 15, 2013. The meeting will commence at 10:00 AM at the Harry Sudakoff Conference Center.

ACTION BY NEW COLLEGE BOARD OF TRUSTEES:

The New College Board of Trustees will consider the proposed regulation for adoption at its regular meeting as follows:

DATE:	Saturday, June 15, 2013
TIME:	10:00 AM
LOCATION:	Harry Sudakoff Conference Center New College of Florida, East Campus General Spaatz Blvd. to General Dougher Place

NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL

CHAPTER 1—General Provisions and Executive Affairs

1-1010 Records Retention and Destruction, Including Email and Electronic Documents.

(1) The College shall follow retention schedules established by the Department of State and intended for use by state, county, city, and special district public records custodians. The following General Records Schedules provide guidance on the most common types of College records:

(a) GS1-SL State and Local Government Agencies provides retention periods for the most common administrative records such as routine correspondence and personnel, payroll, financial, and legal records.

(b) GS5 Universities and Community Colleges focuses on records specific to higher education institutions.

Certain other General Records Schedules are applicable to program records of specific functional areas such as law enforcement, medical providers, and public libraries, each of which has unique program responsibilities and thus unique records retention requirements. Certain provisions in these select schedules may be applicable to the College as well.

(c) GS2 Law Enforcement, Correctional Facilities, and District Medical Examiners

(d) GS4 Public Hospitals, Health Care Facilities and Medical Providers

~~(a)~~(e) GS15 Public Libraries

(2) Email and Electronic Documents: All of the documents defined above can be in an electronic format such as email. Florida's public records law offers a challenge to the use of email because often email is exceptionally informal and efficient. Official email, whether public or transitory, may only be deleted after it has been retained for the correct period of time as determined by this regulation. It is the responsibility of the originator (sender/creator), whether it is a person, department or division within the College to retain email documents in accordance with this regulation.

(a) Transitory Messages. Transitory messages are created primarily for informal or short-lived communication, as opposed to public records, which perpetuate or formalize knowledge. Transitory messages do not set policy, establish guidelines or procedures certify a transaction, serve as a receipt, or the like. The informal, time-limited nature of transitory messages can be compared to communications during a telephone conversation or in an office hallway. Transitory messages generally include, but are not limited to voice mail, self-sticking notes, and email messages with short-lived or no administrative value that do not perpetuate, communicate, or formalize knowledge relating to the official business of the College.

(b) Copy of Record. By generally accepted practice, the sender's copy of a document is designated as the copy of record. It is this copy to which record retention requirements apply. All other copies are regarded as duplicates and they can be disposed of when they have lost administrative value. However, email messages received from outside agencies or from the public are regarded as copies of record; and if their content qualifies them as public records, they must be retained. Retention schedules are based on a record's information content, not its format. Retention of most email records falls within the following two categories:

1. Retain until Obsolete, Superseded, or Administrative Value is Lost: This means that the records only have to be retained until they have served their administrative purpose. Examples of such records would be as follows:

a. Transitory Messages as defined above.

b. Routine announcements and information, including notices of seminars or workshops, queries regarding processes or ideas, and general information regarding programs.

c. Reference files that are general information files used in daily functions of the administrative area.

d. Meeting notices, statistical records, reading files, and recipient' inter-departmental memoranda.

Rule 1B-24.010(3) of the Florida Administrative Code allows state agencies to dispose of all records with a retention value of "retain until obsolete, superseded, or administrative value is lost" without having to fill out a records disposition request. Both duplicates and master copies of records with this retention period may be disposed of by each department when, in the judgment of the department, they are obsolete, superseded, or have lost their administrative value. In applying this rule, any email messages created or received that fall under this retention period may be deleted at the user's discretion, under the above standards.

2. Email messages that have a longer retention period based on their content, must be retained for the appropriate time period according to content.

(b) Related Policies: *4-5012 Network Storage Use Policy*, *4-5015 Email and Google Account Policy and 4-5013 Personal Files*

~~All documents as defined in section 119.011 (12), Florida Statutes, shall be held by NCF in accordance with section 119.021, Florida Statutes, until destroyed as provided hereafter. The record copy is NCF's official record. All duplicates of the record copy should be retained until obsolete, superseded, or administrative value is lost.~~

~~(1) Abstracts: Property owned by the Board of Trustees. This record series consists of all College sites and sites upon which the College has not been built.~~

~~(a) Retain record copy as long as the College retains property.~~

~~(2) Accident Records: Student/Employee. This record series consists of documentation of a student or employee having an accident on NCF grounds, in a NCF building or during NCF activities.~~

~~(a) Retain record copy for five (5) years after report.~~

~~(3) Accreditation Records: Accreditation Report. This record series consists of the accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of NCF.~~

~~(a) Retain record copy for 5 fiscal years provided applicable audits have been released.~~

~~(4) Accreditation Records: Final Self-Study. This record series consists of the final self-study accreditation report documenting the process and status of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of NCF.~~

~~(a) Retain record copy for five (5) fiscal years provided applicable audits have been released.~~

~~(5) Accreditation Records: Southern Association Colleges and Schools. This record series consists of accreditation records, visiting accreditation team reports, related correspondence, board reviews, updates and status documentation.~~

~~(a) Retain record copy for ten (10) years after final action provided applicable audits have been released.~~

~~(6) Accreditation Records: Supporting Documents. This record series consists of supporting documents detailing the process of becoming accredited and/or activities associated with reporting and/or confirming the accreditation status of NCF.~~

~~(a) Retain record copy for one (1) year after accredited.~~

~~(7) Admission Records: Registered Student. This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and letters of recommendation.~~

~~(a) Retain record copy for five (5) years after attendance provided applicable audits have been released.~~

~~(8) Admission Records: Students Denied Admission. This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and letters of recommendation.~~

~~(a) Retain record copy for three (3) years after application submitted.~~

~~(9) Admission Records: Unregistered Student. This record series consists of correspondence, application, transcripts, equivalency diploma, residency affidavit, conditional enrollment form, and letters of recommendation.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(10) Annual Report of the President. This record series consists of reports created by the president giving information and statistics on NCF.~~

~~(a) Retain record copy for three (3) years.~~

~~(11) Annual Reports. This record series consists of summaries of departmental, university or division activities by year.~~

~~(a) Retain record copy for three (3) fiscal years.~~

~~(12) Annual Reports: Federally Funded Programs. This record series consists of IPEDS reports (Integrated Postsecondary Education Data System); OCR reports (Office of Civil Rights); and EEOC reports (Equal Employment Opportunity Commission), specifically the EEO-6 report.~~

~~(a) Retain record copy for three (3) years after termination of federal funds.~~

~~(13) Benefit Distribution Reports. This record series consists of monthly benefit distribution reports of the cost to NCF for health and life insurance coverage.~~

~~(a) Retain record copy for two (2) fiscal years provided applicable audits have been released.~~

~~(14) Budget Transfer Forms. This record series consists of forms labeled "Interfund Budget Transfers" which document interdepartmental payments.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(15) Class Rolls. This record series consists of all students enrolled in class during a particular grading period.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(16) Class, Course, Room and Faculty Schedules. This record series consists of class meeting times and days for each course, room assignments, teaching schedules including office hours.~~

~~(a) Retain record copy until end of semester.~~

~~(17) Committee Records. This record series consists of documents related to the service of individuals on NCF committees and boards.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(18) Course and Program Records. This record series consists of course descriptions, outlines, program documentation, policies, plans for use of special media, outside instructional materials, sampling of student evaluation tools, and other actions related to each course and program.~~

~~(a) Retain record copy until obsolete, superseded or administrative value is lost.~~

~~(19) Directives/Policies/Procedures: President/Provost. This record series consists of the official management statements of policy from the president's or provost's office for NCF 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.~~

~~(a) Retain record copy permanently; these records may have archival value.~~

~~(20) Discipline Records: Student (Final Action). This record series consists of final action minutes of the discipline committee, student court, correspondence, and other supporting documents.~~

~~(a) Retain record copy for five (5) years after matriculation.~~

~~(21) Discipline Records: Student (Major Offense). This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a major offense.~~

~~(a) Retain record copy until posted to permanent record.~~

~~(22) Discipline Records: Student (Minor Offense). This record series consists of minutes of the discipline committee, student court, correspondence, and other supporting documents of a student committing a minor offense.~~

~~(a) Retain record copy for five (5) years.~~

~~(23) Drop/Add Records. This record series consists of contract renegotiation forms submitted by students for the purposes of dropping and/or adding academic activities. Drop/add documents are not to be confused with withdrawal records.~~

~~(a) Retain record copy for one (1) semester after posted.~~

~~(24) Employee Fee Waiver Records. This record series consists of waiver forms on tuition given to university employees.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(25) Expulsion Records: Student. This record series consists of suspension notices stating the reasons therefore, investigative reports, notice of hearing, transcript, recommendations, and final outcome.~~

~~(a) Retain record copy for five (5) years after graduation, transfer or withdrawal.~~

~~(26) Faculty Assignment Reports. This record series consists of computer generated reports issued each semester documenting faculty workload in instruction and/or research.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(27) Fee Collection Reports. This record series consists of fee statements and amounts collected from the students. The reports include all pertinent financial transactions made by the students for registration in NCF.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(28) Financial Aid Records. This record series consists of student applications, award computations, acceptance letters, student assignments and evaluations.~~

~~(a) Retain record copy for five (5) years after last enrollment provided applicable audits have been released.~~

~~(29) Financial Obligation Clearance Records. This record series consists of forms that are maintained by the Learning Resource Center and are completed whenever students are cleared of their library fine. After clearance, the forms are sent to the Registrar's Office so that the hold can be lifted from the student's file.~~

~~(a) Retain record copy for three (3) years after clearance provided applicable audits have been released.~~

~~(30) Financial Reports: These records are maintained in Banner~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(31) Follow-up Surveys. This record series consists of an annual survey of graduates and students that leave NCF early.~~

~~(a) Retain record copy for one (1) year after superseded by new report.~~

~~(32) Food Service Records. This record series consists of reports of documents of operation of food service program which includes deposits, monies collected, etc.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(33) Narrative Evaluation Records. This record series consists of instructor evaluations of students, designations, and changes that are stored within the Student Evaluation System and used to create and update the students' transcripts.~~

~~(a) Retain record copy permanently.~~

~~(34) Grant Files: Funded. This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of funded grant funds.~~

~~(a) Retain record copy for three (3) years after completion of grant provided applicable audits have been released.~~

~~(35) Grant Files: GEPA-Related. This record series consists of financial, management and any other related material which is generated subsequent to application for and/or expenditure of GEPA-related grant funds.~~

~~(a) Retain record copy for five (5) years after completion of grant provided applicable audits have been released.~~

~~(36) Higher Education General Information Surveys. This record series consists of student records containing the signed Statement of Educational Purpose; the signed Statement of Registration Compliance, if required, and any documents used to verify the student's registration status. The retention period for the record copy was established pursuant to Section 34 CFR 617.5(b).~~

~~(a) Retain record copy for five (5) years after final report provided applicable audits have been released.~~

~~(37) Identification Records: Fee Paid. This record series consists of identification cards and photographs for all employees and students which may include the employee's name, date of birth, height, weight, sex, race, agency head's name and agency being represented by the employee and the fee is paid.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(38) Identification Records: No Fee Paid. This record series consists of identification cards and photographs for all employees and students which may include the employee's name, date of birth, height, weight, sex, race, agency head's name and agency being represented by the employee and no fee is paid.~~

~~(a) Retain record copy until obsolete, superseded or administrative value is lost.~~

~~(39) In-service Education Records. This record series consists of component name and I.D., objectives, description, evaluation, budget, participants, and performance records.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(40) Institutional Research Reports. This record series consists of copies of institutional research reports generated by NCF and contains the complete file on each research project and report. In addition, provides reports prepared routinely and by specific request to provide information about the institution and its students.~~

~~(a) Retain record copy for ten (10) fiscal years provided applicable audits have been released. These records may have archival value.~~

~~(41) Instructor Evaluations. This record series consists of evaluations of faculty members completed by students each term.~~

~~(a) Retain record copy until obsolete, superseded or administrative value is lost.~~

~~(42) Leave Index Records: Terminated (ten (10) years or more service). This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with ten (10) or more years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE.~~

~~(a) Retain record copy for 25 years after separation or termination of employment.~~

~~(43) Leave Index Records: Terminated (less than ten (10) years service). This record series consists of a record of the total hours used and accrued for sick and vacation leave by employees with less than ten (10) years of service. The leave balance is tabulated upon termination on the termination action form AND THAT TABULATION IS MAINTAINED IN THE PERMANENT PERSONNEL FILE.~~

~~(a) Retain record copy for five (5) calendar years after termination.~~

~~(44) Need Assessment Records. This record series consists of results tabulated from survey questionnaires or similar procedures in a particular program area. These results suggest to NCF what should be done in developing or deleting these programs.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(45) Parking Tickets. This record series consists of copies of the parking citations issued on campus.~~

~~(a) Retain record copy for 180 days after ticket.~~

~~(46) Permits: Mail Service. This record series consists of bulk mailing permits.~~

~~(a) Retain record copy for one (1) year after expiration.~~

~~(47) Personnel Records: Activity Report. This record series consists of reports used for fiscal purposes to determine time spent by academic and non-academic employees.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(48) Personnel Records: Evaluation Academic/Professional/Faculty. This record series consists of contains a complete annual evaluation packet for A&P and faculty members and may include activity or achievement reports plus supporting documentation such as correspondence, publications, annual position descriptions, goals for the coming year, summary of the evaluation, etc.~~

~~(a) Retain record copy for five (5) years after termination of employment.~~

~~(49) Physical Plant Statistical Reports. This record series consists of statistical reports accumulated as a result of new construction and major renovation projects of NCF.~~

~~(a) Retain record copy for five (5) fiscal years after superseded by new report, provided applicable audits have been released.~~

~~(50) Plant Security Reports. This record series consists of reports of and action taken pertaining to acts of vandalism, fire and theft prepared in accordance with policies of the district board of trustees.~~

~~(a) Retain record copy for five (5) fiscal years after final disposition provided applicable audits have been released.~~

~~(51) Plant Survey Reports. This record series consists of records which direct expenditure of State funds.~~

~~(a) Retain record copy for five (5) fiscal years after superseded by new report provided applicable audits have been released.~~

~~(52) Private Loan and Scholarship Records. This record series consists of letters and related information concerning the terms of the loan or scholarship stipulating how the funds are to be used.~~

~~(a) Retain record copy for five (5) fiscal years after paid or declared uncollectable provided applicable audits have been released.~~

~~(53) Procedure Manuals. This record series consists of published documents that provide the series of steps to be followed in completing a specific task.~~

~~(a) Retain record copy until obsolete, superseded or administrative value is lost.~~

~~(54) Project Files: Priority Reports. This record series consists of reports required by the State Board of Education giving status of construction projects – completed, in progress and projected.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(55) Project Files: Program Development. This record series consists of the evaluations and improvement of existing programs, including the design of evaluation instruments to establish bases for improvements, as we as the designing of new programs. Also, the project's records include researching, planning, designing, and evaluating files; salary payments; and purchasing of instructional equipment.~~

~~(a) Retain record copy for three (3) fiscal years after completion of project provided applicable audits have been released.~~

~~(56) Project Files: Real Property Leases. This record series consists of correspondence, approvals and authorizations, budgets, expenditures, revenues, plans and specifications, inspection reports and other documents related to educational facilities real property leases.~~

~~(a) Retain record copy for fifteen (15) years after completion or termination of contract provided applicable audits have been released.~~

~~(57) Promotion and Tenure Records: Denied. This record series consists of documentation for the review process on denied promotions and tenure. This series contains forms, letters, and accompanying data.~~

~~(a) Retain record copy for five (5) years.~~

~~(58) Promotion and Tenure Records: Granted. This record series consists of documentation for the review process on granted promotions and tenure. This series contains forms, letters, and accompanying data. If granted, the complete file of the promotion and tenure documents is placed in the permanent personnel file.~~

~~(a) Retain record copy for twenty-five (25) years after termination of employment.~~

~~(59) Real Property Acquisitions/Condemnation/Disposal Records. This record series consists of NCF sites records since original acquisition, including all correspondence and contracts.~~

~~(a) Retain record copy permanently.~~

~~(60) Refund Records. This record series consists of refund authorizations received from the Registrar's Office for withdrawal, cancellation, drop, application fees: from the Cashier's Desk for over payments or double payments. All authorizations show the student's name, address, student number, fees assessment number, amount of refund, reason for refund, check number, date issued and date mailed or received.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(61) Registrations: Student. This record series consists of records for registration showing name, validation number, and fees. The retention period for the record copy was established pursuant to Rule 6A-14.051, Florida Administrative Code.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(62) Safety-to-life Inspection Records. This record series consists of reports and correspondence related to safety-to-life inspections of NCF facilities conducted in accordance with Rule 2A-2.076, Florida Administrative Code.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(63) Scholarship/Loan Records. This record series consists of complete files on state scholarship recipients and student loans. These files include application, award letter, letter of acceptance, renewal application, all correspondence, deferment form, cash payment receipts, certificate of service receipts and account card. File established to maintain complete record of scholarship from application until all notes are satisfied.~~

~~(a) Retain record copy for five (5) fiscal years after paid.~~

~~(64) State Student Assessment Records: Test Results/Reports. This record series consists of mastery results and reports of minimum performance standards in reading, writing and mathematics and demonstrated ability to successfully apply basic skills to everyday life situations as required by section 232.246(1)(b), Florida Statutes. These include "CLAST," "ASSET," "ACT," "MAPS," and "SAT."~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(65) Student Advisement Records: Graduate. This record series consists of copies of transcripts, evaluations, personal data sheets, correspondence and other documents pertaining to individual students who have graduated.~~

~~(a) Retain record copy for one (1) year after graduation, transfer or withdrawal.~~

~~(66) Student Advisement Records: Withdrawal. This record series consists of withdrawal records, copies of transcripts, evaluations, personal data sheets, correspondence and other documents pertaining to individual students that have withdrawn from school.~~

~~(a) Retain record copy for three (3) years after transfer or withdrawal.~~

~~(67) Student Appeal Records. This record series consists of appeals for evaluation changes, withdrawal after deadline, refunds, graduation fees, and residency waivers.~~

~~(a) Retain record copy for 3 years after final appeal, provided posted to permanent record provided applicable audits have been released.~~

~~(68) Student Counseling Records: Graduate. This record series consists of transcripts, evaluations, personal data sheets, correspondence and other documents pertaining to individual students.~~

~~(a) Retain record copy for one (1) year after graduation, transfer or withdrawal.~~

~~(69) Student Counseling Records: Withdrawal. This record series consists of withdrawal records, which includes transcripts, evaluations, personal data sheets, appointment and advisement slips, correspondence and other documents pertaining to individual students.~~

~~(a) Retain record copy for three (3) years after transfer or withdrawal.~~

~~(70) Student Education Records: Supporting Documents. This record series consists of admissions applications, correspondence, contract renegotiation forms, applications for degree, request for Florida residence affidavit, registration information, applications to change undergraduate classification, notice of admission, re-admission forms, credit by exam notes, transcript verification forms, student petition records, student transcript flag notices, national test scores, and graduation information. These records relate to the maintenance of the active student record.~~

~~(a) Retain record copy for five (5) years after graduation, transfer or withdrawal provided applicable audits have been released.~~

~~(71) Student Employment Records. This record series consists of documentation for student OPS and Work Study and may include but is not limited to the student assistant employment forms, W-4 card, copy of the social security card, clearance for student employees' salary, justification letter, work permits, and evaluative material.~~

~~(a) Retain record copy for three (3) fiscal years after termination of employment provided applicable audits have been released.~~

~~(72) Student Newspapers. This record series consists of copies of materials submitted by reporters/students/faculty, layout sheets and other materials used in production.~~

~~(a) Retain record copy permanently.~~

~~(73) Student Newspapers: Supporting Documents. This record series consists of copies of materials submitted by reporters/students/faculty, layout sheets and other materials used in production.~~

~~(a) Retain record copy for thirty (30) days.~~

~~(74) Student Profile Analysis Report. This record series consists of statistical service reports provided to all administrative departments and considered transitory in nature.~~

~~(a) Retain record copy until obsolete, superseded or administrative value is lost.~~

~~(75) Student Transcripts. This record series consists of the official student record documenting courses in which the student received satisfactory evaluations, and degrees awarded.~~

~~(a) Retain record copy permanently.~~

~~(76) Suspension Records. This record series consists of files and related materials created in reviewing an adverse action or statement against a student, copy of the proposed adverse action with supporting documents, statements of witnesses, reports, and decisions.~~

~~(a) Retain record copy for three (3) years.~~

~~(77) Tax Shelter Annuities. This record series consists of computer listing in alphabetical order containing names of employee, social security number, and net amount of deductions taken during the month.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(78) Tickets (sold) Reports. This record series consists of reports of tickets sold for various events sponsored by NCF in accordance with policies and procedures of the district board of trustees.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(79) Training Records: Instructor. This record series consists of a record for each course that is taught by NCF. It may include the schedules, course material and any development material.~~

~~(a) Retain record copy for two (2) years after training provided applicable audits have been released.~~

~~(80) Transcript Release Forms. This record series consists of transcript release documents which are required by section 228.093(3)(d), Florida Statutes. to be completed and signed by the student, or the parent or guardian, if the student is under the age of eighteen. These forms contain written consent for release of transcripts. Required for community 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.~~

~~(a) Retain record copy for one (1) fiscal year provided applicable audits have been released.~~

~~(81) Veterans Records Educational Assistance. This record series consists of file for each veteran and eligible person certified to receive Veterans Administration educational assistance. The retention period mentioned below for the record copy was established pursuant to section 38 CFR 21.4209.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(82) Withdrawal Records. This record series consists of a withdrawal form submitted by the student to the Office of the Registrar to withdraw from New College of Florida.~~

~~(a) Retain record copy for five (5) years after transfer or withdrawal.~~

~~(83) Disbursement Records: Detail. This series consists of records documenting specific expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, procurement records such as requisitions, requisition logs, purchase orders, contracts, purchasing card (p-card) receipts, vendor invoices, receiving reports, acceptances of contract deliverables, approvals, and related documentation; and expenditure records for disbursements made through checks, warrants, electronic fund transfers (EFT), purchasing cards, or other methods, such as payment vouchers, approvals, check registers, cancelled checks, check~~

~~stubs, cancelled warrants, disbursement ledgers, journal transactions, expenditure detail reports, refund records, and other accounts payable and related documentation. Retention is based on section 95.11(2), Florida Statutes, Statute of Limitations on contracts, obligations, or liabilities.~~

~~(a) Retain record copy for five (5) fiscal years provided applicable audits have been released.~~

~~(84) Disbursement Records: Summary. This series consists of records providing summary or aggregate documentation of expenditures or transfers of agency moneys for the procurement of commodities and services and other purposes. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable summary and related documentation.~~

~~(a) Retain record copy for ten (10) fiscal years provided applicable audits have been released.~~

~~(85) Financial History Summary Records. This record series consists of records providing a periodic summary of an agency's receipts and disbursements over the course of an agency's history. The series may consist of annual summary general ledgers, annual financial reports, or equivalent records in other forms.~~

~~(a) Retain record copy permanently.~~

~~(86) Purchasing records. This record series consists of copies of purchase orders which are retained by the originating office while another is sent to the Purchasing/Business Office and the appropriate vendor for action. The series may include, but is not limited to, copies of requisitions sent by the originating office to supply, purchasing, graphics, duplicating, or other sections for action; copies of receiving reports; and a log of outstanding and paid requisitions and purchase orders used for cross-referencing purposes.~~

~~(a) Retain record copy for five (5) fiscal years provided applicable audits have been released.~~

~~(87) Receipt/Revenue Records: Detail. This series consists of records documenting specific receipts/revenues collected by an agency through cash, checks, electronic fund transfers (EFT), credit and debit cards, or other methods. The series may include, but is not limited to, records such as cash collection records and reports, cash receipt books, cash register tapes, deposit/transfer slips, EFT notices, credit and debit card records, receipt ledgers, receipt journal transactions and vouchers, refund records, bad check records, and other accounts receivable and related documentation. Retention is based on s. 95.11(2), F.S., Statute of Limitations on contracts, obligations, or liabilities.~~

~~(a) Retain record copy for five (5) fiscal years provided applicable audits have been released.~~

~~(88) Receipt/Revenue Records: Summary. This series consists of records providing summary or aggregate documentation of receipts/revenues collected by an agency. The series may include, but is not limited to, records such as trial balance reports, bank statements, credit and debit card reports, revenue reconciliations, collection balance sheets, and other accounts receivable summary and related documentation.~~

~~(a) Retain record copy for ten (10) fiscal years provided applicable audits have been released.~~

~~(89) Automated Accounting System Reports. This record series consists of reports generated by an agency's automated accounting system, such as SCT Banner or other automated accounting system. Included are such reports as a log of all updated transactions entered into the system and a financial statement for each month for all divisions and/or bureaus of the agency.~~

~~(a) Retain record copy for three (3) fiscal years provided applicable audits have been released.~~

~~(90) Bank Statements: Reconciliation. This record series consists of monthly statements of bank accounts and reconciliations to show debits, credits, and cash balance in the account.~~

~~(a) Retain record copy for five (5) fiscal years provided applicable audits have been released.~~

~~(91) Budget Records: Approved Annual Budget. This record series consists of the agency's approved annual budget and its amendments which are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget.~~

~~(a) Retain record copy permanently. State agencies should contact the State Archives of Florida for archival review after five (5) years.~~

~~(92) Budget Records: Supporting Documents. This record series consists of the agency's approved annual budget and its amendments which are filed chronologically. This series does NOT include working papers, agency staff analyses, drafts, budget requests, or other supporting documentation relating to the development, modification, or implementation of an agency's final approved budget.~~

~~(a) Retain this record copy permanently. These records may have archival value. State agencies should contact the State Archives of Florida for archival review after five (5) years.~~

~~(93) Expenditure Plans: Capital Improvement. This record series consists of capital improvement expenditure plans detailing the long-term building and capital improvement needs of the agency. These plans may demonstrate a priority listing for capital improvement expenditures as well as a time line for each project's completion. Records may also include, but are not limited to, background supporting materials and reports and related correspondence. "Capital Improvements" shall mean improvements to real property (land, buildings, including appurtenances, fixtures and fixed equipment, structures, etc.), that add to the value and extend the useful life of the property, including construction of new structures, replacement or rehabilitation of existing structures (e.g., major repairs such as roof replacement), or removal of closed structures.~~

~~(a) Retain record copy permanently. These records may have archival value. State agencies should contact the State Archives of Florida for archival review after five (5) years.~~

~~(94) Financial Account Authorization Records. This record series consists of an authorization to maintain a bank, investment, or other financial account and the names of those authorized to access the account.~~

~~(a) Retain record copy for five (5) fiscal years after authorization superseded, expired, or cancelled provided applicable audits have been released.~~

~~(95) Financial Reports: Annual (Local Government). This record series consists of a copy of the annual financial report submitted to the Department of Financial Services by each local government entity as required by section 218.32, Florida Statutes, Annual Financial Reports; Local Governmental Entities. Per statute, the report must include, but is not limited to, total revenues and expenditures and outstanding long-term debt.~~

~~(a) Retain record copy for ten (10) fiscal years provided applicable audits have been released. These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.~~

~~(96) Financial Reports: Annual (Local Government) (Supporting Documents). This record series consists of documentation supporting the information reported in the annual financial report submitted to the Department of Financial Services by each local government entity as required by section 218.32, Florida Statutes, Annual Financial Reports; Local Governmental Entities. This documentation may include information utilized in compiling the report or may indicate how the reporting entity arrived at the reported information.~~

~~(a) Retain record copy for four (4) fiscal years provided applicable audits have been released.~~

~~(97) Financial reports: Comprehensive Annual (Local Government). This record series consists of the comprehensive annual financial report (C.A.F.R.) required under section 218.39, Florida Statutes., Annual Financial Audit Reports, and section 10.550 of the Rules of the Auditor General of the State of Florida.~~

~~(a) Retain record copy for 10 fiscal years provided applicable audits have been released. These records may have archival value. Agencies should ensure appropriate preservation of records determined to have long-term historical value.~~

~~(98) Vouchers: Federal Projects Paid. This record series consists of vouchers paid for federally funded projects. Check with applicable agency for any additional requirements.~~

~~(a) Retain record copy for 5 fiscal years after completion or termination of project.~~

Authority: State of Florida, "General Records Schedule GS5 for Universities and Community Colleges," June 2002 (GS5); and "General Records Schedule GS1-SL for State and Local Government Agencies," November 1, 2006 (GS1-SL).

History: Newly adopted Regulation on February 20, 2010. Revised 9-11-10, x-xx-xx.