

**GENERAL RECORDS SCHEDULE GS1-SL**

Item	Schedule	Record Series Title	Time	Retention Period
377a	GS1-sl	911 Record: Logs	1 year	After received
36a	GS5	Accident Records: Student/Employee	5 yrs.	Provided applicable audits have been released.
37a	GS5	Accreditation Records: Accreditation Report	5 fiscal yrs.	Then transfer to applicable agency provided applicable audits have been released.
38a	GS5	Accreditation Records: Final Self-Study	5 fiscal yrs.	Then transfer to applicable agency provided applicable audits have been released.
39a	GS5	Accreditation Records: Supporting Documents	1 yr.	After accredited.
002a	GS1-sl	Administrative Convenience Records		Retain until obsolete, superseded or administrative value is lost.
122a	GS1-sl	Administrative Records: Agency Director/Program Manager	10 yrs.	Contact FSA after min. retention is met.
003a	GS1-sl	Administrative Support Records		Retain Until obsolete, superseded or administrative value is lost
41a	GS5	Admission Records: Registered Student	5 yrs.	After attendance provided applicable audits have been released.
42a	GS5	Admission Records: Students Denied Admission	3 yrs.	After application submitted.
3a	GS5	Admission Records: Unregistered Student	3 fiscal yrs.	Provided applicable audits have been released.
025a	GS1-sl	Advertisements: Legal	5 fiscal yrs.	Provided applicable audits have been released.
082a	GS1-sl	Affirmative Action Records	2 yrs.	Provided litigation has been resolved.
43a	GS5	Annual Reports	3 fiscal yrs.	
44a	GS5	Annual Reports: Federally Funded Programs	3 yrs.	After termination of federal funds.
245a	GS1-sl	Annual Reports: Governing Body	Perm.	These records may have archival value: contact FSA for archival review.
204a	GS1-sl	Architectural/Building Plans: Preliminary Drawings		Retain until completion and acceptance.
116a	GS1-sl	Attendance and Leave Records	3 fiscal yrs.	Provided applicable audits have been released & resolved.
008a	GS1-sl	Audits: Auditor General	10 fiscal yrs.	Contact FSA after min. retention is met.
056a	GS1-sl	Audits: Independent	10 fiscal yrs.	
073a	GS1-sl	Audits: Internal	5 fiscal yrs.	Provided applicable audits have been released.
083a	GS1-sl	Audits: State/Federal	10 fiscal yrs.	Contact FSA after min. retention is met.
057a	GS1-sl	Audits: Supporting Documents	3 fiscal yrs.	Provided applicable audits have been released & resolved.
50a	GS1-sl	Automated Accounting System Reports	3 fiscal yrs.	Provided applicable audits have been released.

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085a	GS1-sl	Bank Statements: Reconciliation	5 fiscal yrs.	Provided applicable audits have been released.
87a	GS1-sl	Bargaining Records	5 fiscal yrs.	After expiration or cancellation of contract provided applicable audits have been released.
070a	GS1-sl	Bid Records: Capital Improvement Successful Bids	15 yrs.	After awarded provided applicable audits have been released.
071a	GS1-sl	Bid Records: Capital Improvement Unsuccessful Bids	5 fiscal yrs.	After awarded provided applicable audits have been released.
072a	GS1-sl	Bid Records: Non-Capital Improvement	5 fiscal yrs.	After awarded provided applicable audits have been released.
058a	GS1-sl	Budget Records: Approved Annual Budget	Perm.	Maintain for 5 years, then contact FSA for archival review.
46a	GS5	Budget Transfer Forms	3 fiscal yrs.	Provided applicable audits have been released.
011a	GS1-sl	Cabinet Affairs Files	Perm.	Maintain for 5 years, then contact FSA for archival review.
089a	GS1-sl	Calendars	1 yr.	
47a	GS5	Cash Control Reports	180 days	After annual report.
6a	GS5	Class Rolls	3 fiscal yrs.	Provided applicable audits have been released.
48a	GS5	Class, Course, Room & Faculty Schedules	1 semester	Retain until end of semester
49a	GS5	Committee Records	3 fiscal yrs.	Provided applicable audits have been released.
094a	GS1-sl	Complaints: Citizens/Consumers/Employees	1 yr.	After resolved provided applicable audits have been released.
064a	GS1-sl	Contracts/Leases/Agreements: Capital Improvement/Real Property	15 yrs.	After completion or termination of contract provided applicable audits have been released.
065a	GS1-sl	Contracts/Leases/Agreements: Non-Capital Improvement	5 fiscal yrs.	After completion or termination of contract provided applicable audits have been released.
017a	GS1-sl	Correspondence & Memoranda: Administrative	3 fiscal yrs.	Contact FSA after min. retention is met.
338a	GS1-sl	Correspondence & Memoranda: Program & Policy Development	5 fiscal yrs.	Provided applicable audits have been released. Contact FSA after min. retention is met.
50s	GS5	Course & Program Records		Retain until obsolete, superseded or administrative value is lost.
186a	GS1-sl	Directives/Policies/Procedures	2 yrs.	After superseded or becoming obsolete. Contact FSA after min. retention is met.
51a	GS5	Directives/Policies/Procedures: President/Provost	Perm.	Permanent. These records may have archival value.
259a	GS1-sl	Disaster Preparedness Drill Records	2 cal. yrs.	Provided reviews have been conducted.
210a	GS1-sl	Disaster Preparedness Plans	5 fiscal yrs.	After superseded or becoming obsolete. Contact FSA after min. retention is met.

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340a	GS1-sl	Disbursement Records: Detail	5 fiscal yrs.	Provided applicable audits have been released.
341a	GS1-sl	Disbursement Records: Summary	10 yrs.	Provided applicable audits have been released.
098a	GS1-sl	Disciplinary Case Files Employees	5 yrs.	After final action.
52a	GS5	Discipline Records: Student (Final Action)	5 yrs.	After matriculation.
53a	GS5	Discipline Records: Student (Major Offense)	Perm.	Retain until posted to permanent record.
54a	GS5	Discipline Records: Student (Minor Offense)	5 yrs.	
342a	GS1-sl	Donation Records	Permanent	
040a	GS5	Drop/Add Records	1 semester	After posted.
260a	GS1-sl	Drug Test Case Files	5 yrs.	Anniversary years after final action.
264a	GS1-sl	Electronic Funds Transfer Records	5 fiscal yrs.	After termination of service agreement/authorization
231a	GS1-sl	Electronic Records Software and Documentation		Retain as long as there are software dependent records in storage.
206a	GS1-sl	Employee Conduct Counseling Records	1 yr.	After final action.
55a	GS5	Employee Fee Waiver Records	3 fiscal yrs.	Provided applicable audits have been released.
024a	GS1-sl	Employment Application and Selection Records	2 yrs.	After personnel action and any litigation is resolved.
269a	GS1-sl	Employee Assistance Program Records	2 fiscal yrs.	2 anniversary years after final action.
113a	GS1-sl	Employment Assistant Program Records	5 fiscal yrs.	After final report provided applicable audits have been released.
020a	GS1-sl	Encumbrance Certification Forward Records	3 fiscal yrs.	Provided applicable audits have been released.
167a	GS1-sl	Environmental Regulation Compliance Records	5 fiscal yrs.	After completion of project provided applicable audits have been released.
103a	GS1-sl	Equal Employment Opportunity Compliance Records	4 fiscal yrs.	After final action provided applicable audits have been released & resolved.
104a	GS1-sl	Equipment/Vehicle Maintenance Records	1 fiscal yr.	After disposition of equipment.
224a	GS1-sl	Equipment/Vehicle Usage Records	1 year	
56a	GS5	Examination Materials: Non-Standardized (Student)	1 semester	After expiration of appeal process.
57a	GS5	Examination Materials: Standardized (Student)	3 fiscal yrs.	Provided test scores posted to permanent record provided applicable audits have been released.
208a	GS1-sl	Expenditure Plans: Capital Improvement	Perm.	Maintain for 5 years, then contact FSA for archival review.
227a	GS1-sl	Exposure Records	30 yrs.	
9a	GS5	Expulsion Records: Student	5 yrs.	After graduation, transfer or withdrawal.

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270a	GS1-sl	Facility Reservation/Rental Records	5 fiscal yrs.	Provided applicable audits have been released.
58a	GS5	Faculty Assignment Reports	3 fiscal yrs.	Provided applicable audits have been released.
106a	GS1-sl	Feasibility Study Records	3 yrs.	After completion of study provided applicable audits have been released. Contact FSA after min. retention is met.
157as	GS1-sl	Federal & State Income/Employment Tax Forms/Reports	4 cal. yrs.	
59a	GS5	Fee Collection Reports	3 fisc. yrs.	Provided applicable audits have been released.
271a	GS1-sl	Fee/Service Schedules	3 fiscal yrs.	After obsolete or super seded.
067a	GS1-sl	Final Orders Records	Perm.	Maintain for 5 years, then contact FSA for archival review.
84a	GS1-sl	Financial Account Authorization Records	5 fiscal yrs.	After authorization superseded, expired, or cancelled provided applicable audits have been released.
60a	GS5	Financial Aid Records	5 yrs.	After last enrollment provided applicable audits have been released.
347a	GS1-sl	Financial History Summary Records	Perm.	
10a	GS5	Financial Obligation Clearance Records	3 yrs.	After clearance provided applicable audits have been released.
11a	GS5	Financial Reports: Monthly	3 fiscal yrs.	Provided applicable audits have been released.
13a	GS5	Food Service Records	3 fiscal yrs.	Provided applicable audits have been released.
61a	GS5	General Equivalency Diploma (GED) Records	3 fiscal yrs.	Provided applicable audits have been released.
62a	GS5	Grade Records: Data Input Forms	1 semester	After posted to Student Record.
63a	GS5	Grant Files: Funded	3 yrs.	After completion of grant provided applicable audits have been released.
64a	GS5	Grant Files: GEPA-Related	5 yrs.	After completion of grant provided applicable audits have been released.
109a	GS1-sl	Grant Files: Grantor Agency	5 fiscal yrs.	After completion of project provided applicable audits have been released. Contact FSA after min. retention is met.
348a	GS1-sl	Grant Files: Recipient	5 fiscal yrs.	After completion of project provided applicable audits have been released.
110a	GS1-sl	Grievance Files	3 fiscal yrs.	After settlement provided applicable audits have been released.
350a	GS1-sl	Health Records: Blood Borne Pathogen/Asbestos/Exposure	30 yrs.	After termination, retirement or separation from employment
65a	GS5	Higher Education General Information Surveys	5 yrs.	After final report provided applicable audits have been released.
66a	GS5	Identification Records: Fee Paid	3 fiscal yrs.	Provided applicable audits have been released.
67a	GS5	Identification Records: No Fee Paid		Retain until obsolete, superseded or administrative value is lost.
241a	GS1-sl	Incident Reports	4 yrs.	4 years from date of incident

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023a	GS1-sl	Information Request Records	1 fiscal yr.	Provided applicable audits have been released.
188a	GS1-sl	Injury Records	5 yrs.	After completion or termination of contract provided applicable audits have been released.
14a	GS5	In-Service Education Records	3 fiscal yrs.	Provided applicable audits have been released.
193as	GS1-sl	Inspection Records: Fire/Security/Safety	4 yr.	After inspection provided applicable audits have been released.
219a	GS1-sl	Inspection Reports: Fire Extinguisher	1 yrs.	1 year or life of equipment, whichever is sooner.
68a	GS5	Instructor Evaluations	1 semester	After submitted.
111a	GS1-sl	Insurance Records: Agency	5 fiscal yrs.	After final disposition of claim or expiration of policy provided applicable audits have been released.
69a	GS5	Intern Supervisor Participation Certificates	6 fiscal yrs.	After issued.
040a	GS1-sl	Inventory: Agency Property	3 fiscal yrs.	Provided applicable audits have been released.
70a	GS5	Leave Index Records: Terminated (10 years or More Service)	25 yrs.	After separation or termination of employment.
71a	GS5	Leave Index Records: Terminated (less than 10 years service)	5 cal. yrs.	After termination.
119a	GS1-sl	Legislation Records		Retain until obsolete, superseded or administrative value is lost. Contact FSA after min. retention is met.
221as	GS1-sl	Licenses: Occupational	1 cal. yr.	After expiration provided applicable audits have been released.
027a	GS1-sl	Litigation Case Files	5 yrs.	After case closed or appeal process expired provided applicable audits have been released.
47a	GS1-sl	Mail: Registered and Certified	1 fiscal yrs.	
001a	GS1-sl	Mail: Undeliverable/Returned	1 yr.	After returned undeliverable.
029a	GS1-sl	Mailing Lists		Retain until obsolete, superseded or administrative value is lost.
030a	GS1-sl	Management Surveys/Studies: Internal	1 cal. yr.	After final data or report released.
212a	GS1-sl	Medical Records	5 cal. yrs.	
169a	GS1-sl	Minority Business Certification Case Files	3 fisc. yrs.	Provided applicable audits have been released.
032a	GS1-sl	Minutes: Official Meetings	Perm.	Maintain for 5 years, then contact FSA for archival review.
123a	GS1-sl	Minutes: Official Meetings (Supporting Documents)	2 fiscal yrs.	Provided applicable audits have been released.
033a	GS1-sl	Minutes: Other Meetings	1 yr.	Contact FSA after min. retention is met.
004a	GS1-sl	Minutes: Official Meetings (Preliminary/Audio Recordings)	2 anni.	After adoption of official minutes or certification of transcript.
32a	GS1-sl	Minutes: Official Meetings	Permanent	
034a	GS1-sl	News Releases	90 days	Contact FSA after min. retention is met.

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Item	Schedule	Record Series Title	Time	Retention Period
124a	GS1-sl	Operational and Statistical Reports Records: Office		Retain until obsolete, superseded or administrative value is lost.
026a	GS1-sl	Opinions: Legal	Perm.	Maintain for 5 years, then contact FSA for archival review.
125a	GS1-sl	Opinions: Legal (Supporting Documents)	3 fiscal Yrs.	provided applicable audits have been released.
126a	GS1-sl	Organization Charts		Retain until obsolete, superseded or administrative value is lost.
127a	GS1-sl	Parking Decal/Permit Records	2 fiscal yrs.	Provided applicable audits have been released.
74a	GS5	Parking Tickets	180 days	After ticket.
80a	GS4	Patient Medical Record	7 yrs.	After last entry. These records may have archival value.
035a	GS1-sl	Payroll Records : Posted	5 fiscal yrs.	Provided applicable audits have been released.
129a	GS1-sl	Payroll Records: Deduction Authorizations	5 fiscal yrs.	After final action provided applicable audits have been released.
183a	GS1-sl	Payroll Records: Ledgers/Trial Balance Reports	5 fiscal yrs.	Provided applicable audits have been released.
195a	GS1-sl	Payroll Records: Supporting Documents	3 yrs.	Provided Applicable audits have been released.
359a	GS1-sl	Pension Records: Retirees	3 fiscal yrs.	After final payment provided applicable audits have been released.
358a	GS1-sl	Pension Records: Plan/Fund	5 fiscal yrs.	Provided applicable audits have been released.
75a	GS5	Permits: Mail Service	1 yr.	After expiration.
019a	GS1-sl	Personnel Records (within FRS)	25 yrs.	After separation or termination of employment.
76a	GS5	Personnel Records: Activity Report	3 fiscal yrs.	Provided applicable audits have been released.
77a	GS5	Personnel Records: Evaluation Academic/Professional/Faculty	5 yrs.	After termination of employment
066a	GS1-sl	Personnel Records: OPS/Volunteer/Intern/Temporary Employment	3 fiscal yrs.	After termination or termination of employment provided applicable audits have been released.
378a	GS1-sl	Personnel Records: Supplemental Documentation	5 fiscal yrs.	Provided applicable audits have been released.
202a	GS1-sl	Petty Cash Documentation Records	5 fiscal yrs.	Provided applicable audits have been released.
78a	GS5	Physical Plant Statistical Reports	5 fiscal yrs.	After superseded by new report provided applicable audits have been released.
19a	GS5	Plant Security Reports	5 fiscal yrs.	After final disposition provided applicable audits have been released.
20a	GS5	Plant Survey Reports	5 fiscal yrs.	After superseded by new report provided applicable audits have been released.
038a	GS1-sl	Position Description Records	2 yrs.	After superseded provided applicable audits have been released.

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Item	Schedule	Record Series Title	Time	Retention Period
133a	GS1-sl	Postage/Shipping Records	3 fiscal yrs.	Provided applicable audits have been released.
21a	GS5	Private Loan and Scholarship Records	5 fiscal yrs.	After paid or declared non-collectable provided applicable audits have been released.
22a	GS5	Procedures: Manuals		Retain until obsolete, superseded or administrative value is lost.
136a	GS1-sl	Project Files: Capital Improvement	15 fiscal yrs.	After completion of project provided applicable audits have been released.
137a	GS1-sl	Project Files: Federal	5 fiscal yrs.	After completion of project provided applicable audits have been released.
138a	GS1-sl	Project Files: Non-Capital Improvement	5 fiscal yrs.	After completion of project provided applicable audits have been released.
79a	GS5	Project Files: Priority Reports	3 fiscal yrs.	Provided applicable audits have been released.
23a	GS5	Project Files: Program Development	3 fiscal yrs.	After project's completion provided applicable audits have been released.
24a	GS5	Project Files: Real Property Leases	15 yrs.	After completion or termination of contracts provided applicable audits have been released.
80a	GS5	Promotion and Tenure Records: Denied	5 yrs.	
81a	GS5	Promotion and Tenure Records: Granted	25 yrs.	After termination of employment.
139a	GS1-sl	Promotion/Transfer Records	2 yrs.	After selection is finalized or confirmed.
222a	GS1-sl	Property Control Records		Retain until the next physical inventory is completed and resolved, after the equipment leaves service.
041a	GS1-sl	Property Transfer Forms	1 fiscal yr.	Provided applicable audits & a physical inventory have been released.
128a	GS1-sl	Public Information Files	90 days	Contact FSA after min. retention is met.
238as	GS1-sl	Public Program/Event Records	5 fiscal yrs.	After completion of contract provided applicable audits have been released.
042a	GS1-sl	Purchasing Records	5 fiscal yrs.	Provided applicable audits have been released.
172a	GS1-sl	Real Property Records: Property Acquired	3 fiscal yrs.	After final
25a	GS5	Real Property: Acquisitions/Condemnation/Disposal Records	Perm.	Permanent.
365a	GS1-sl	Receipt/Revenue Records: Detail	5 fiscal yrs.	Provided applicable audits have been released.
366a	GS1-sl	Receipts/Revenue Records: Summary	10 fiscal yrs.	Provided applicable audits have been released.
045a	GS1-sl	Records Disposition Documentation	Perm.	Permanent.
322a	GS1-sl	Records Management Compliance Statements	1 fiscal yr.	

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Item	Schedule	Record Series Title	Time	Retention Period
068as	GS1-sl	Records Retention Schedules: Agency Specific	Perm.	Maintain for 5 years, then contact FSA for archival review.
26a	GS5	Refund Records	3 fiscal yrs.	Provided applicable audits have been released.
296a	GS1-sl	Registration Records Ivents	5 fisc. yrs.	Provided applicable audits have been released.
27a	GS5	Registrations: Student	3 fiscal yrs.	Provided applicable audits have been released.
143a	GS1-sl	Resolutions: Supporting Documents	3 yrs.	After date of resolution.
82a	GS5	Safety-to-life Inspection Records	3 fiscal yrs.	Provided applicable audits have been released.
049a	GS1-sl	Salary Comparison Reports	1 fiscal yr.	Provided applicable audits have been released. Contact FSA after min. retention is met.
240a	GS1-sl	Salary Schedules	10 fiscal yrs.	Contact FSA after min. retention is met.
83a	GS5	Scholarship/Loan Records	5 fiscal yrs.	After paid.
300a	GS1-sl	Signature Authorization records	1 fiscal yr.	After obsolete or superseded.
144a	GS1-sl	Social Security Controlled Summary Records	4 cal. yrs.	After due date of tax provided applicable audits have been released.
371a	GS1-sl	Staff Administration Records		After obsolete or superseded.
84a	GS5	State Student Assessment Records: Test Results/Reports	3 fiscal yrs.	Provided applicable audits have been released.
86a	GS5	Student Advisement Records: Graduate	1 yr.	After graduation, transfer or withdrawal.
87a	GS5	Student Advisement Records: Withdrawal	3 yrs.	After transfer or withdrawal.
88a	GS5	Student Appeal Records	3 yrs.	After final appeal, provided posted to permanent record provided applicable audits have been released.
28a	GS5	Student Counseling Records: Graduate	1 yr.	After graduation, transfer or withdrawal.
29a	GS5	Student Counseling Records: Withdrawal	3 yrs.	After transfer or withdrawal.
89a	GS5	Student Education Records: Supporting Documents	5 yrs.	After graduation, transfer, or withdrawal provided applicable audits have been released.
90a	GS5	Student Employment Records	3 fiscal yrs.	After termination of employment provided applicable audits have been released.
91a	GS5	Student Transcripts	Perm.	Permanent.
302a	GS1-sl	Surveillance Recording	30 days	Then erase & reuse provided any necessary images are saved.
33a	GS5	Suspension Records	3 yrs.	
92a	GS5	Tax Shelter Annuities	3 fiscal yrs.	Provided applicable audits have been released.
028a	GS1-sl	Telephone Call Records	1 fiscal yr.	Provided applicable audits have been released.
93a	GS5	Tickets (Sold) Reports	3 fiscal yrs.	Provided applicable audits have been released.

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Item	Schedule	Record Series Title	Time	Retention Period
147a	GS1-sl	Training Material Records		Retain until obsolete, superseded or administrative value is lost. Contact FSA after min. retention is met.
148as	GS1-sl	Training Records	3 yrs.	After completion of training.
146a	GS1-sl	Transitory Messages		Retain until obsolete, superseded or administrative value is lost.
052a	GS1-sl	Travel Records	5 fiscal yrs.	Provided applicable audits have been released.
257as	GS1-sl	Unclaimed Property Records	5 yrs.	After the property becomes reportable.
149a	GS1-sl	Unemployment Compensation Records	3 fiscal yrs.	Provided applicable audits have been released.
078a	GS1-sl	Vehicle Accident Reports	4 fiscal yrs.	Provided applicable audits have been released.
154a	GS1-sl	Vehicle Records	1 yr.	After disposition of vehicle provided applicable audits have been released.
097a	GS1-sl	Vendor Files	3 fiscal yrs.	Provided applicable audits have been released.
94a	GS5	Veterans Records: Educational Assistance	3 fiscal yrs.	Provided applicable audits have been released.
054a	GS1-sl	Visitor Logs	30 days	
156a	GS1-sl	Vouchers: Federal Project Paid	5 fiscal yrs.	After completion or termination of project provided applicable audits have been released.
35a	GS5	Withdrawal Records	5 yrs.	After transfer or withdrawal.
141a	GS1-sl	Work Orders	3 fiscal yrs.	Provided applicable audits have been released.
289a	GS1-sl	Work Schedules	1 fiscal yr.	Provided applicable audits have been released.
055a	GS1-sl	Workers' Compensation & Injury Report Records	5 cal. yrs.	

***If you have any questions concerning Records Management, contact, Lora Stern [lstern@fau.edu](mailto:lstern@fau.edu) (561)297-3113. Send general comments or questions to Stacey Semmel, [ssemmel@fau.edu](mailto:ssemmel@fau.edu).***