

Effective September 1, 2007, the following changes have been made to the *General Records Schedule GS1-SL for State and Local Government Agencies.*

The following new item was added to the GS1-SL.

COMMITTEE/BOARD APPOINTMENT RECORDS: NON-SELECTED APPLICANTS **Item #379**

This record series consists of records relating to applicants not selected to serve on committees, boards, advisory councils, etc. The series may include, but is not limited to, applications, letters of recommendation, and related correspondence and supporting documentation. See also "COMMITTEE/BOARD APPOINTMENT RECORDS."

RETENTION:

- a) Record copy. 4 anniversary years after personnel action and any litigation is resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Retention on the following two items was increased from 2 to 4 years based on *Joshua v. City of Gainesville*, 768 So.2d 432, 439 (Fla. 2000) and *Woodham v. Blue Cross and Blue Shield of Florida, Inc.*, 829 So.2d 891 (Fla. 2002).

EMPLOYMENT APPLICATION AND SELECTION RECORDS **Item #24**

This record series consists of all records which document the selection process and justify the selection decision, including but not limited to the job opportunity announcement and any other recruitment efforts; position description, including the knowledge, skills, and abilities (KSAs) necessary to perform the job; applications and résumés for employment, including any demographic data provided by applicants; correspondence; credential documentation; testing/examination plans, documentation, and results; background investigation/screening documentation; pre-employment health examination records; reference checks; lists of eligible candidates; lists of applicants' ratings or rankings; description of the selection process and selection techniques used; names and titles of all persons participating in the selection process; and other information that affects the selection decisions.

Documentation (original or copies) regarding hired candidates should be transferred to the employee's official personnel file. See sections 110.211 and 110.213, F.S., governing recruitment and selection in state employment; s. 760.11, F.S., Administrative and civil remedies; construction (outlining discrimination grievance procedures, including for employment discrimination allegations); and Rule 60L-29 through 60L-39, F.A.C., Personnel Rules. See also "PERSONNEL RECORDS" items and "POSITION DESCRIPTION RECORDS."

RETENTION:

- a) Record copy. 4 anniversary years after personnel action and any litigation is resolved.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROMOTION/TRANSFER RECORDS **Item #139**

This record series consists of applications for promotion or transfer within the agency, any promotional level tests, and the test results. See also "EMPLOYMENT APPLICATION AND SELECTION RECORDS," "STAFF ADMINISTRATION RECORDS," and "PERSONNEL RECORDS" items.

RETENTION:

- a) Record copy. 4 calendar years after selection is finalized or confirmed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Retention on the following item was changed from "4 fiscal years after funds are expended provided applicable audits have been released" to "5 fiscal years after funds expended and accounted for and/or satisfaction of loans, whichever is later, provided applicable audits have been released" to provide retention coverage for the full range of these records.

HOUSING FILES: STATE HOUSING INITIATIVES PARTNERSHIP (SHIP) AND HOME INVESTMENT PARTNERSHIPS PROGRAM **Item #274**

This record series consists of records documenting housing finance assistance to low- to moderate-income households, including, but not limited to: program requirements and project records; community housing development set-aside records; equal opportunity and fair housing records; environmental review records; applications; displacement, relocation, and real property acquisition records; lead-based paint and radon records; housing agreements; income verifications; proofs of age or handicap; and other records as required by state/federal governments for public housing. SHIP is governed by s. 420.907-9079, F.S., State Housing Initiatives Partnership; and Rule 67-37, F.A.C., State Housing Initiatives Partnership Program. The HOME Investment Partnership Program is governed by s. 420.5089, F.S., HOME Investment Partnership Program.

HOME Investment Partnership Fund; Rule 67-48.014-022, F.A.C., Home Investment Partnerships Program; and 24CFR, Part 92, Home Investment Partnerships Program. See also "HOUSING APPLICATIONS: NON-PARTICIPATING/INACTIVE."

RETENTION:

- a) Record copy. 5 fiscal years after funds expended and accounted for and/or satisfaction of loans, whichever is later, provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

Retention on the following 10 items was reduced from 15 years to 10 years (or life of structure) based on reduction from 15 to 10 years of time allowed for legal action in Statute of Limitations, s. 95.11(3)(c), F.S. (HB 1089, 2006; Ch. 2006-145).

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (COMMERCIAL) Item #244

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION:

- a) Record copy. Retain for life of structure OR 10 anniversary years after case closed, whichever is later.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ADJUSTMENT HEARING CASE FILES: BUILDING CODE BOARD (RESIDENTIAL) Item #331

This record series consists of case files documenting approval or denial of requests to construct or modify a structure in a manner not in conformance with the building code.

RETENTION:

- a) Record copy. 10 anniversary years after case closed.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: COMMERCIAL 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. 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, F.S., Building Construction Standards, and s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION:

- a) Record copy. 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.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

ARCHITECTURAL/BUILDING PLANS: RESIDENTIAL 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, F.S., Building Construction Standards, and s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property. See also "ARCHITECTURAL/BUILDING PLANS: COMMERCIAL," "ARCHITECTURAL/BUILDING PLANS: PRELIMINARY DRAWINGS," "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN," and "ENGINEERING RECORDS: INFRASTRUCTURE."

RETENTION:

- a) Record copy. 10 anniversary years after issuance of certificate of occupancy.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

BID RECORDS: CAPITAL IMPROVEMENT SUCCESSFUL BIDS Item #70

This record series consists of information relative to the processing and letting of capital improvement successful bids including, but not limited to, legal advertisements, "Requests for Proposals," "Requests for Qualifications," "Letters of Interest," "Invitations to Bid," "Invitations to Negotiate," technical specifications, correspondence, bid tabulations, and bid responses. "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 "BID RECORDS: CAPITAL IMPROVEMENT UNSUCCESSFUL BIDS" and "BID RECORDS: NON-CAPITAL IMPROVEMENT."

RETENTION:

- a) Record copy. 10 anniversary years after awarded provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CERTIFICATE OF OCCUPANCY: COMMERCIAL

Item #255

This record series consists of a certificate issued by the "local governing authority's" jurisdiction for 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 s. 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:

- a) Record copy. 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.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CERTIFICATE OF OCCUPANCY: RESIDENTIAL

Item #256

This record series consists of a certificate issued by the "local governing authority's" jurisdiction for 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 s. 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:

- a) Record copy. 10 anniversary years after issuance of certificate of occupancy.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

CONTRACTS/LEASES/AGREEMENTS: CAPITAL IMPROVEMENT/REAL PROPERTY

Item #64

This record series consists of legal documents, correspondence, reports, etc., relating to 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:

- a) Record copy. 10 fiscal years after completion or termination of contract/lease/agreement provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PERMITS: BUILDING

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 which may be issued for construction or improvements to existing structures. See Chapters 125 and 166, F.S., regarding local government permitting authority; s. 553.79, F.S., Permits; applications; issuance; inspections; s. 95.11(3)(c), F.S., Statute of Limitations regarding design, planning, or construction of an improvement to real property; and Florida Building Code, Section 105, Permits. See also "ARCHITECTURAL/BUILDING PLANS AND PERMITS: ABANDONED/WITHDRAWN."

RETENTION:

- a) Record copy. 10 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.

PROJECT FILES: CAPITAL IMPROVEMENT**Item #136**

This record series documents capital improvement projects in progress 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:

- a) Record copy. 10 fiscal years after completion of project provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded, or administrative value is lost.