RECORDS RETENTION AND DISPOSAL 8.80+

I. 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.

II. Pursuant to public records laws and rules of the Florida Department of State, the Superintendent shall, via the Records Management Liaison Officer (RMLO), follow the records retention schedules established by the Florida Department of State for each records series or type of record.

III. Records which are designated as permanent in Florida Statutes, and by the Florida Department of State Division of Library and Information Services Records Management and those selected by the School Board, Superintendent, or RMLO as having permanent value, may be destroyed after being photographed, imaged, or reproduced, provided applicable audits have been completed for the period covering the dates of said records. Documents, in the form of film, electronic media, 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.

IV. After complying with the provisions of Florida Statutes, the Superintendent or his/her designee is authorized, at his/her discretion, to destroy records, papers, and documents pursuant to the retention schedule approved by the Division of Library and Information Services, provided such records do not serve as an agreement or understanding or have value as permanent records.

STATUTORY AUTHORITY: **1001.42, 1001.51, 1001.52 F.S.**

LAW(S) IMPLEMENTED: **119.01, 120.53, 257.36, F.S.**

Rule 1B-24.003 and Rule 1B-26.003 F.A.C.

HISTORY:
ADOPTED: 08/21/01
REVISION DATE(S): 9/20/05, 11/06/18, 09/2025
FORMERLY: 2.121, 6.212

NOTES:
Refer To: Records and Forms Management Manual