

Records Retention Guidelines

Student records custodians and managers of academic and administrative units are responsible for complying with records retention periods and destruction procedures. Requirements for retention and destruction are detailed in the General Records Schedule GS5 for University/Community College Records issued by the Florida Division of Library and Information Services (March 1996). This document lists the student records schedule by series/types and designates the minimum period for retention. When student records have met retention requirements established by one of these records schedules, a Records Destruction Request Form, LS5E107, signed by the records custodian may be submitted to initiate disposal. The completed forms should be sent to the Director of Purchasing, ADM 1851, who after local authorization will forward it to the Florida Division of Library and Information Services for state approval. The request must be submitted and approved before actual destruction is carried out. When records are destroyed, notations must be made in the disposal certificate section of the pre-approved Records Destruction Request. After the disposal certificate section is completed, the form must be retained permanently by the records custodian for future reference.

A complete copy of the March 1996 General Records Schedule GS5 for University/Community College Records and the Records Destruction Request Form LS5E107 can be found in the appendix of this document. Questions regarding the disposal of student records should be directed to the designated records custodian. Information about the physical disposal/destruction of student records and information is found in the section, "Destruction Disposal Guidelines."

Destruction/Disposal Guidelines

The disposal of Student Records must occur in accord with retention schedules, after destruction approval is granted and then in a secure manner. Any document (paper, form, microfilm, report, etc.) that contains personally identifiable student information, even if it is not considered to be an official student record, cannot simply be placed in the trash. Such documents include but are not limited to computer-generated reports/lists, microfilm/fiche, notes, letters/memos, and forms.

There are three basic ways to dispose of paper documents that contain personally identifiable information. The appropriate method should be chosen for each office based on the volume of materials and the availability of shredders or recycling bins.

Shredding – any document with personally identifiable information can be shredded and then placed either in a recycle bin or in the trash.

Sensitive Material Recycling - locked recycling bins designated for confidential materials if they are available.

Burning – any document with personally identifiable information can be burned.

STUDENT RECORDS MANUAL
Appendix 7

Bibliography

State of Florida General Records Schedule GS5 for University/Community College Records,
March 1996.

Guidelines for Postsecondary Institutions for Implementation of the Family Educational
Rights and Privacy Act of 1974 as Amended, American Association of Collegiate
Registrars and Admissions Officers, Revised Edition 1995.