

State of Florida

**GENERAL RECORDS SCHEDULE GS7
FOR
PUBLIC SCHOOLS Pre-K-12, ADULT & VOCATIONAL/TECHNICAL**

June 1998



Department of State

Division of Library and Information Services

Bureau of Archives and Records Management

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NOTE: The following are descriptions of those public school records and the associated retention/disposal instructions that relate to the School Health Program. See the complete General Records Schedule GS7 for additional information on other school records.

ACCIDENT RECORDS

This record series consists of documentation of a student having an accident on school grounds, in the building or involved in school activities. These records may record when and where the accident took place as well as who was involved. Actions taken by staff might also be noted. These records **do not** document medical attention rendered by staff or volunteers.

RETENTION:

- a) Record copy. 5 years after report.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ADMINISTRATION AND AUTHORIZATION OF MEDICINE

This record series consists of a written notice from a parent or guardian authorizing the school to administer prescription and non-prescription medicine to their child in accordance with a prescription, directions, and district policies. The parent/guardian and doctor's names, addresses, and telephone numbers may be listed on the notice in case of emergency. This series may contain records which document the administration of medicine to a student including: the name of the medicine administered and by whom, the dosage, the child's name, the date and time, refusal of a student to take the medicine, and the quantity of drugs remaining. In child care settings, the series consists of a written authorization. This authorization requires the name of the child, medication, date/time/method of administering, and amount of dosage given. This form is signed by the adult who administered the drug. *Please refer to Florida Administrative Code Rule 10M-12.008, for child care settings.*

RETENTION:

- a) Record copy. 7 years.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost.

CLINIC LOG

This record series consists of a list of which children enter the clinic, the date and time, the reason, the nurse/parent/staff member on duty, and the time departed. *Please refer to Florida Statute 95.11, for statute of limitations on medical malpractice.*

RETENTION:

- a) Record copy. 7 years.
- b) Duplicate. Retain until obsolete, superseded or administrative value is lost

EMERGENCY NOTIFICATION RECORDS

This record series consists of documentation which may identify the emergency contact person for a student, the name and phone number of the family doctor, refusal of treatments, names of individuals allowed to remove the student from school, and any family code words used to identify persons with permission to remove the child. These records are updated annually or whenever necessary by the student, parent, or guardian.

RETENTION:

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

EXCEPTIONAL STUDENT EDUCATION RECORDS

This record series consists of a wide variety of information on an individual student tested for or enrolled in an Exceptional Education Program. These files may include, but are not limited to: staffing checklists or forms; Individual Education Plans (IEPs); Educational Plans (EPS); Family Support Plans (FSPs); parent invitations to attend IEP meetings; notices of re-evaluation; notice of a diploma option; formal notice of denial (into the program, to initiate a formal evaluation, to include a requested component of the IEP, and to make a program or placement change); case histories showing reasons for a student's removal from the regular classroom; parent consent form for testing; and evaluation and re-evaluation reports. These records are used in the FTE audit process and are part of Category B information - BUT HAVE A LONGER RETENTION REQUIREMENT THAN OTHER CATEGORY B INFORMATION. *Please refer to 34 CFR 300.560-*

300.577 and s. 1415(b) of 20 USC Chapter 33. SEE ALSO "EXAMINATION MATERIALS: STANDARDIZED PSYCHOEDUCATIONAL."

RETENTION:

- a) Record copy. 5 years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

HEALTH IMMUNIZATION NOTICE OF NON-COMPLIANCE

This record series consists of a district generated letter or notice which informs parents, guardians, or adult students that they are not in compliance with Florida's immunization standards. The notice may encourage compliance by a given date and describe the penalties for non-compliance.

RETENTION:

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

PROFESSIONAL TREATMENT RECORDS

This record series consists of documented confidential health information that is not part of the student cumulative record. Records created or maintained by a Professional School Health Nurse, physician, or other recognized professional in the provision of treatment to the student shall be maintained in the office of the School Health Nurse or the professional's office. It should be noted in the student cumulative record that a separate record of health information exists. The authorized release of said health information must be accomplished from one health professional to another health professional by use of a release form. *Please refer to s. 95.11, F.S., statute of limitations on medical malpractice, and s. 228.093(2)(e)(4), F.S.*

RETENTION:

- a) Record copy. 7 anniversary years
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

RELEASE OF INFORMATION: MEDICAL

This record series consists of a form or record which authorizes the release of medical records by a full service clinic or school nurse for the purpose of transfer, family request, or another doctor's review. Health data can only be released to a health professional. This release is identical to those required in more formalized health care facilities.

RETENTION:

- a) Record copy. 7 anniversary years
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STUDENT EDUCATION RECORDS: CATEGORY B

This record series consists of one of two distinct but related groups of records: Category A is the Permanent Record Card and Category B - Temporary information. Each school board will have established policies that will assure the accuracy of the information maintained and provide for keeping the information current. Rule 6A-1.0955 "education Records of Pupils and Adult Students," FAC, further defines Category B records as "verified information of educational importance which is subject to periodic review and elimination when the information is no longer useful." The content of Category B records according to 6A-1.0955, FAC, may include, but is not limited to, the following: health information; family background data; standardized test scores; educational and career plans; honors and activities; work experience reports; teacher comments; correspondence from community agencies or private professionals; driver education certificates; a list of schools attended; written agreements of corrections, deletions, or expunctions from the student record.

Although reports of student services or exceptional student staffing committees (including all information required by Section 230.23(4)(m)(7), F.S.) are included in the definition of Category B, these ESE records are scheduled separately and have a longer retention period.

RETENTION:

- a) Record copy. 3 anniversary years provided any applicable audits have been released and resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.