THE SCHOOL DISTRICT OF PALM BEACH COUNTY
TECHNICAL OPERATIONS / RECORDS MANAGEMENT

Records Disposal Certification

OVERVIEW

Authorization has been given for the disposal of each record series listed on this Records Disposal Certification up to the date shown on Column “C. The records on this list have been reviewed and approved by the Records Management Liaison Officer. To prevent premature disposal of records, these records may only be destroyed by the **DATES INDICATED and AFTER ALL AUDITS HAVE BEEN COMPLETED AND RELEASED**. Return the completed form by the end of the current fiscal year to recordsmanagement@palmbeachschools.org

INSTRUCTIONS

Before returning the completed Records Disposal Certification, make sure these steps have been followed:

1. If a records hold exists for any record or the records are being audited, retain the documents until the records hold is lifted and the required retention per the Records Retention Schedule has passed.
2. The school/department name and number is entered on the top of each page.
3. Column *“D. Volume”* has been completed for each record series disposed of. See page 15 for instructions on how to calculate volume.
4. Select correct disposal method from the drop down under Column *“E. Action”* for each record series disposed of.
5. Column *“F. Date”* has been completed for each record series disposed of indicating the date records were destroyed.
6. The Principal/Director and a witness have signed page 13.
7. If disposing of Student Education Records Category A and B (line #242-243), you must complete and submit the Student Document Center Quality Control form and enter the shred approval code under line #243. Refer to the Records Management HUB for additional information.
8. Page 15 - "Student Document Center Quality Control Form" is FOR SCHOOL USE ONLY.

Refer to the Records Retention Schedule for more detailed descriptions regarding what each category of records encompasses.

Page 14 should only be used if the reporting school has been opened less than 2 years or if the school or department will NOT dispose of records this fiscal year.

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
1.	Absentee Excuses and Admission Slips	G7 #1	06/30/2025			
2.	Abuse/Neglect/Abandonment Records (after closed)	G7 #110	06/30/2023			
3.	Access Control Records	G1 #189	06/30/2025			
4.	Accident Records (Student)	G7 #2	06/30/2022			
5.	Accreditation Records: Final Self-Study *(relates to the process and status of becoming accredited)*	G7 #5	06/30/2021			
6.	Administrator Records: Agency Director/Program Manager	G1 #122	06/30/2016			
7.	Advertisements: Legal	G1 #25	06/30/2021			
8.	Affirmative Action Records	G1 #82	06/30/2024			
9.	Applications: Teacher Certification Applications and Renewal *(after separation or termination)*	D #75	06/30/2017			
10.	Apprenticeship Agreement Records	G7 #143	06/30/2021			
11.	Architectural/Building Plans and Permits: Abandoned/ Withdrawn	G1 #332	06/30/2025			
12.	Athletic Eligibility Records	G7 #116	06/30/2025			
13.	Athletic Eligibility Records: Physical Evaluations	G7 #172	06/30/2019			
14.	Attendance and Leave Records	G1 #116	06/30/2023			
15.	Attendance Records: Community Service	G1 #249	06/30/2025			
16.	Attendance Records: Student *(other than the student's permanent record card)*	G7 #9	06/30/2023			
17.	Audit Trails: Critical Information Systems	G1 #393	06/30/2021			
18.	Audits: Auditor General	G1 #8	06/30/2016			
19.	Audits: Independent	G1 #56	06/30/2016			
20.	Audits: Internal	G1 #73	06/30/2021			
21.	Audits: State/Federal	G1 #83	06/30/2016			
22.	Audits: Supporting Documents	G1 #57	06/30/2021			
23.	Award and Recognition Selection Records	G7 #134	06/30/2025			
24.	Ballots	G1 #397	06/30/2025			
25.	Ballots: Student Elections	G7 #117	06/30/2025			
26.	Bargaining Records: Supporting Documents *(after expiration or cancellation of contract)*	G1 #87	06/30/2021			
27.	Bid Records: Capital Improvement Successful Bids *(includes RFPs/specifications/responses)*	G1 #70	06/30/2016			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
28.	Bid Records: Capital Improvement Unsuccessful Bids *(includes RFPs/specifications/responses)*	G1 #71	06/30/2021			
29.	Bid Records: Non-Capital Improvement *(includes RFPs specifications and bid responses)*	G1 #72	06/30/2021			
30.	Bond Financing Administrative Records	G1 #417	06/30/2021			
31.	Bonus/Award Records: Employees	G1 #333	06/30/2021			
32.	Budget Records: Supporting Documents	G1 #88	06/30/2023			
33.	Bus Driver Records *(driver's license checks)*	G7 #118	06/30/2025			
34.	Bus Registration and Seating Records	G7 #145	06/30/2025			
35.	Bus Schedule/Reports	G7 #17	06/30/2023			
36.	Business Tax Receipt Records/Occupational Licenses	G1 #221	06/30/2025			
37.	Calendars *(desk calendars and appointment books)*	G1 #89	06/30/2025			
38.	Career and Technical Education Information System: Final Class Reports	G7 #106	06/30/2023			
39.	Charter School Records *(after the charter school expires, terminates, or is not renewed)*	G7 #119	06/30/2024			
40.	Child Care: Menus	D #72	06/30/2025			
41.	Child Care Records	G1 #257	06/30/2021			
42.	Class Syllabus, Course, Room & Teacher Schedule	G7 #173	06/30/2025			
43.	Clinic Log	G7 #120	06/30/2019			
44.	Code Enforcement Hearing Case Files	G1 #236	06/30/2021			
45.	Code Violation Records: Citation Issued	G1 #398	06/30/2021			
46.	Code Violation Records: No Citation Issued	G1 #237	06/30/2022			
47.	Committee/Board Appointment Records *(after term of office or committee/board is abolished)*	G1 #334	06/30/2023			
48.	Committee/Board Appointment Records: Non-selected applicants	G1 #379	06/30/2022			
49.	Commodity Supplemental Food Program Records	G1 #258	06/30/2021			
50.	Communications Audio Recordings	G1 #335	06/30/2025			
51.	Complaints: Citizens/Consumers/Employees *(parents/public complaints)*	G1 #94	06/30/2025			
52.	Comprehensive Master Plans: Adopted *(supporting documents)*	G1 #174	06/30/2021			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
53.	Computer Logs *(or until review of logs is complete, whichever occurs first)*	G1 #391	06/30/2025			
54.	Contracts/Leases/Agreements: Capital Improvement/Real Property	G1 #64	06/30/2016			
55.	Contracts/Leases/Agreements: Non-Capital Improvement	G1 #65	06/30/2021			
56.	Correspondence and Memoranda: Administrative *(general information memos and transmittals)*	G1 #17	06/30/2023			
57.	Correspondence and Memoranda: Program and Policy Development *(these records may have archival value)*	G1 #338	06/30/2021			
58.	Curriculum Files *(includes course scope, approved instructional resources, objectives and evaluation)*	G7 #24	06/30/2023			
59.	Data Input Forms *(after posted)*	D #43	06/30/2026			
60.	Diplomas/Certificates/Awards: Students ✚	G7 #121	06/30/2025			
61.	Directives/Policies/Procedures	G1 #186	06/30/2024			
62.	Disaster Preparedness Drill Records	G1 #259	06/30/2025			
63.	Disaster Preparedness Plans	G1 #210	06/30/2021			
64.	Disciplinary Case Files: Employees	G1 #98	06/30/2021			
65.	Discipline Records: Student (Major Offense) *(includes bus driver's reports on students' misbehavior on buses)*	G7 #26	06/30/2023			
66.	Discipline Records: Student (Minor Offense) *(includes bus driver's reports on students' misbehavior on buses)* ✚	G7 #27	06/30/2023			
67.	Discipline Records: Student - Sexual Harassment/Assault	G7 #175	06/30/1926			
68.	Driver Record Transcripts (AKA Motor Vehicle Reports –MVRs)	D #62	06/30/2023			
69.	Drop/Add Requests Records (students dropping and/or adding courses)	G7 #146	06/30/2025			
70.	Drug Test Case Files	G1 #260	06/30/2021			
71.	Drug Test Equipment Records	G1 #261	06/30/2021			
72.	Drug Test Program Administration Records	G1 #262	06/30/2021			
73.	E-Rate Program Records *(after completion of program)*	G7 #147	06/30/2016			
74.	Electronic Funds Transfer Records	G1 #264	06/30/2021			
75.	Emergency Notification Records	G7 #122	06/30/2025			
76.	Emergency Operations Records: Five Year Strategic Plan	G1 #266	06/30/2023			
77.	Emergency Operations Records: Shelter Inspections	G1 #268	06/30/2024			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
78.	Emergency Operations Records: Special Needs Applications	G1 #265	06/30/2022			
79.	Employee Assistance Program Records	G1 #269	06/30/2024			
80.	Employee Conduct Counseling Records	G1 #206	06/30/2025			
81.	Employment Application and Selection Records	G1 #24	06/30/2022			
82.	Employment Assistance Program Non Expendable Property Records	G1 #343	06/30/2023			
83.	Employment Assistance Program Records	G1 #113	06/30/2021			
84.	Employment Eligibility Verification Forms	G1 #420	06/30/2023			
85.	Encumbrance/Certification Forward Records	G1 #20	06/30/2023			
86.	Energy Consumption and Cost Reporting Records	G1 #401	06/30/2025			
87.	English Language Learners (ELL) Records	G7 #148	06/30/2003			
88.	Environmental Regulation Compliance Records	G1 #167	06/30/2021			
89.	Equal Employment Opportunity Compliance Reports (EEOC) Records	G1 #103	06/30/2022			
90.	Equipment/Vehicle Maintenance Records *(includes hours worked, equipment cost per hour, and materials used for cost figures)*	G1 #104	06/30/2021			
91.	Equipment/Vehicle Usage Records	G1 #224	06/30/2025			
92.	Examination Materials: Standardized	G7 #28	06/30/2025			
93.	Examination Materials/Records: Criminal Justice Training Centers/Schools	G7 #149	06/30/2024			
94.	Examination Materials/Records: Standardized Psycho-educational	G7 #123	06/30/2023			
95.	Examination Reports: Standardized	G7 #29	06/30/2021			
96.	Examination Results: Standardized	G7 #124	06/30/2023			
97.	Exceptional Student Education Records	G7 #125	06/30/2020			
98.	Exceptional Student Education Records - Medicaid Funded	G7 #176	06/30/2019			
99.	Expulsion Records	G7 #31	06/30/2021			
100.	Facility Reservation/Rental Records	G1 #270	06/30/2021			
101.	False Alarm Records	G1 #345	06/30/2021			
102.	Feasibility Study Records	G1 #106	06/30/2023			
103.	Federal Income/Employment Tax Forms/Reports	G1 #157	04/15/2022			
104.	Fee/Service Schedules	G1 #271	06/30/2021			
105.	Field Trip/Student Activity Authorizations	G7 #37	06/30/2025			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
106.	Final Orders Records: Not Indexed or Listed	G1 #421	06/30/2021			
107.	Final Orders: Supporting Documents	G1 #396	06/30/2021			
108.	Financial Account Authorization Records	G1 #84	06/30/2021			
109.	Financial Aid Records *(including FFEA scholarships)*	G7 #150	06/30/2021			
110.	Financial Disclosure Statements (Local Government)	G1 #346	06/30/2016			
111.	Financial Reports: Annual (Local Government)	G1 #107	06/30/2016			
112.	Financial Reports: Annual Local Government (Supporting Documents)	G1 #108	06/30/2021			
113.	Financial Transaction Records: Detail	G1 #435	06/30/2021			
114.	Financial Transaction Records: Summary	G1 #436	06/30/2016			
115.	Florida Inventory of School Houses (FISH) Certifications	G7 #151	06/30/2025			
116.	Follow-up Surveys and Placement Reports *(an annual survey of graduates)*	G7 #152	06/30/2021			
117.	Food Service Establishment License Records	G1 #402	06/30/2021			
118.	Food Service Records	G7 #153	06/30/2021			
119.	Food Service Records: Free and Reduced Price Meal Eligibility Hearing	G7 #126	06/30/2023			
120.	Fuel Tax Reports	G1 #213	06/30/2023			
121.	Full-Time Equivalency Records *(FTE records)*	G7 #154	06/30/2023			
122.	Funds: Wire Transfer Confirmations	D #35	06/30/2022			
123.	General Educational Development (GED) Diploma Registrations Records *(includes applications to take the GED)*	G7 #56	06/30/2023			
124.	Geographic Information Systems (GIS) Snapshots: Administrative	G1 #382	06/30/2025			
125.	Gifted Student Educational Plans	G7 #177	06/30/2020			
126.	Grade Records: Teacher Grade Books *(teacher's class record book)*	G7 #59	06/30/2021			
127.	Grant Files	G1 #422	06/30/2021			
128.	Grant Files: Unfunded Applications	G1 #349	06/30/2025			
129.	Grievance Files	G1 #110	06/30/2023			
130.	Health, Education and Welfare (HEW) Annual Reports *(includes reports on project activities, progress/stats)*	G7 #62	06/30/2023			
131.	Health, Education and Welfare (HEW) Office For Civil Rights Compliance Refusal Reports *(after final report)*	G7 #63	06/30/2023			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
132.	Health Immunization Notice of Noncompliance	G7 #128	06/30/2025			
133.	HIPAA Health Care Component Designation Records *(6 anniversary years)*	G1 #324	06/30/2020			
134.	HIPAA Security Standards Implementation Records	G1 #325	06/30/2021			
135.	Home Education Program Records	G7 #156	06/30/2022			
136.	Homebound/Hospital Program Records	G7 #157	06/30/2023			
137.	In-Service Education Records	G7 #65	06/30/2021			
138.	Incident Report Files	G1 #241	06/30/2022			
139.	Information Request Records *(includes requests for public records and/or information*)	G1 #23	06/30/2025			
140.	Injury/Illness Records	G1 #188	06/30/2021			
141.	Inspection Records: Fire/Security/Safety/Health *(after inspection)*	G1 #193	06/30/2022			
142.	Inspection Reports: Fire Extinguisher	G1 #219	06/30/2025			
143.	Inspector's Route Sheets: Daily	G1 #277	06/30/2023			
144.	Insurance Records: Agency	G1 #111	06/30/2021			
145.	Internship Records: Student	G7 #129	06/30/2021			
146.	Inventory: Agency Property	G1 #40	06/30/2023			
147.	Investigative Records: Inspector General	G1 #351	06/30/2021			
148.	Investment Records	G1 #278	06/30/2016			
149.	Land Development and Planning Project Files: Preliminary Drawings/Drafts	G1 #404	06/30/2016			
150.	Lesson Plan Records	G7 #67	06/30/2022			
151.	Licenses: Certificate of Competency Records	G1 #253	06/30/2022			
152.	Licenses: Certificate of Competency Records (Temporary)	G1 #254	06/30/2024			
153.	Lien Documentation Files	G1 #405	06/30/2021			
154.	Litigation Case Files	G1 #27	06/30/2021			
155.	Lobbyist Registration Records	G1 #387	06/30/2021			
156.	Local Government Mileage Report	G1 #390	06/30/2021			
157.	Lost and Found Records	G1 #354	06/30/2023			
158.	Mail: Registered and Certified	G1 #47	06/30/2021			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
159.	Mail: Undeliverable/Returned	G1 #1	06/30/2021			
160.	Management Surveys/Studies: Internal	G1 #30	06/30/2025			
161.	Maps: School Boundary	G7 #68	06/30/2023			
162.	Medical Records	G1 #212	06/30/2021			
163.	Medical/Health Care Records: Student	G7 #158	06/30/2019			
164.	Minority Appointment Reporting Records	G1 #406	06/30/2022			
165.	Minutes: Official Meetings (Preliminary/Audio Recordings/Video Recordings)	G1 #4	06/30/2023			
166.	Minutes: Official Meetings (Supporting Documents)	G1 #123	06/30/2024			
167.	Minutes: Official Meetings (Special Districts/ Agency Support Organizations/Non-Policy Advisory Boards)	G1 #424	06/30/2016			
168.	Minutes: Other Meetings *(excludes: Academic Advisory, Audit, Budget Advisory, District Diversity and Equity, Finance, Advisory Boundary (ABC), IROC, TAC, SAC, and CORC, etc.)*	G1 #33	06/30/2025			
169.	News Releases	G1 #34	06/30/2025			
170.	Noise Exposure Measurement Records	G1 #283	06/30/2024			
171.	Opinions: Legal (Supporting Documents)	G1 #125	06/30/2023			
172.	Ordinances (Supporting Documents)	G1 #229	06/30/2021			
173.	Parent/Guardian Consents for Photographic/ Video/Audio Recording of Student	G7 #159	06/30/2023			
174.	Parental Authority Records *(after student is no longer registered with the District)*	G7 #160	06/30/2023			
175.	Parking Decal/Permit Records Student	G7 #161	06/30/2025			
176.	Parking Decal/Permit Records Employee	G1 #127	06/30/2024			
177.	Payroll Records: Court-Ordered Garnishment	G1 #385	06/30/2021			
178.	Payroll Records: Deduction Authorizations	G1 #129	06/30/2021			
179.	Payroll Records: Ledgers/Trial Balance Reports	G1 #183	06/30/2021			
180.	Payroll Records: Posted	G1 #35	06/30/2021			
181.	Payroll Records: Supporting Documents	G1 #195	06/30/2021			
182.	Pension Records: Plan/Fund	G1 #358	06/30/2021			
183.	Pension Records: Retirees	G1 #359	06/30/2021			
184.	Performance/Maintenance/Surety Bond Records	G1 #408	06/30/2021			
185.	Permits: Building	G1 #286	06/30/2016			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
186.	Permits: Confined Space Entry	G1 #284	06/30/2025			
187.	Permits: Signs (Local Government)	G1 #288	06/30/2023			
188.	Personnel Records: OPS/Volunteer/Intern/ Temporary Employment	G1 #66	06/30/2023			
189.	Personnel Records: Supplemental Documentation	G1 #378	06/30/2021			
190.	Personnel Records: Transaction Posting Journal	D #61	06/30/2023			
191.	Petty Cash Documentation Records	G1 #202	06/30/2021			
192.	Position Description Records	G1 #38	06/30/2024			
193.	Postage/Shipping Records	G1 #133	06/30/2021			
194.	Probation Records	G1 #320	06/30/2021			
195.	Proclamations	G1 #142	06/30/2024			
196.	Project Files: Capital Improvement	G1 #136	06/30/2016			
197.	Project Files: Federal	G1 #137	06/30/2021			
198.	Project Files: Non-Capital Improvement	G1 #138	06/30/2021			
199.	Project Files: Operational	G1 #291	06/30/2023			
200.	Promotion/Transfer Records	G1 #139	06/30/2022			
201.	Property Transfer Records	G1 #41	06/30/2025			
202.	Protected Health Information Access Provider Records	G1 #426	06/30/2020			
203.	Protected Health Information Disclosure Records	G1 #328	06/30/2020			
204.	Public Depositor Annual Report Records	G1 #389	06/30/2021			
205.	Public Information Files	G1 #128	06/30/2025			
206.	Public Program/Event Records	G1 #238	06/30/2021			
207.	Public Schools Staff Survey files	G7 #33	06/30/2021			
208.	Radio Logs	G1 #292	06/30/2025			
209.	Rain Checks	G1 #293	06/30/2023			
210.	Real Property Records: Condemnation/Demolition	G1 #364	06/30/2021			
211.	Real Property Records: Property Acquired	G1 #172	06/30/2023			
212.	Real Property Records: Property Not Acquired	G1 #164	06/30/2023			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
213.	Records Management Compliance Statements	G1 #322	06/30/2025			
214.	Registration/Permit/License/Certification Records: Required by City or County Code (No Permitting Fee)	G1 #427	06/30/2025			
215.	Registration/Permit/License/Certification Records: Required by City or County Code (Permitting Fee)	G1 #428	06/30/2021			
216.	Registrations: Adult and Career Education	G7 #162	06/30/2021			
217.	Registrations: K-12	G7 #163	06/30/2023			
218.	Registrations: Voluntary Prekindergarten	G7 #178	06/30/2021			
219.	Release of Student Information: Generic	G7 #131	06/30/2022			
220.	Release of Student Information: Medical	G7 #132	06/30/2019			
221.	Resolutions: Supporting Documents	G1 #143	06/30/2023			
222.	Respirator Fit Testing Records	G1 #298	06/30/2021			
223.	Revenue Sharing Applications	G1 #388	06/30/2020			
224.	Salary Comparison Reports	G1 #49	06/30/2025			
225.	Salary Schedules	G1 #240	06/30/2016			
226.	Sales/Use/Local Option Tax Records	G1 #368	06/30/2021			
227.	School Safety Records: Self-Assessment Records ✚	G# 174	06/30/2021			
228.	School Choice Records *(includes student reassignment requests and magnet school applications)*	G7 #133	06/30/2023			
229.	School Concurrency Records	G7 #179	06/30/2016			
230.	School Improvement Plans	G7 #166	06/30/2023			
231.	School Safety Records	G7 #180	06/30/2016			
232.	Security Breach Notice Records	G1 #432	06/30/2021			
233.	Security Screening Records (employees or contractual personnel)	G7 #142	06/30/2020			
234.	Security Screening Records (contractors, vendors, and couriers)	G1 #369	06/30/2024			
235.	Signature Authorization Records	G1 #300	06/30/2025			
236	Skill Mastery Records (includes evidence of competency levels attained by students)	G7 #86	06/30/2025			
237.	Social Media Account Authorization Records	G1 #411	06/30/2025			
238.	Social Security Controlled Summary Records	G1 #144	06/30/2022			
239.	Student Alternate Transportation Authorization Records	G7 #167	06/30/2025			
240.	Student Broadcast Recordings: *(after broadcast)*	G7 #137	06/30/2025			
241.	Student Education Records: Category B ✚	G7 #91	06/30/2019			
242.	Student Document Center Uploads: *(These are for records uploaded into the SDC only)*		06/30/2026			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
243.	Student Newspapers	G7 #138	06/30/2025			
244.	Student Organization Records	G7 #139	06/30/2025			
245.	Student Transportation Records	G7 #181	06/30/2026			
246.	Student with Disabilities Educational Plans (504)	G7 #182	06/30/2019			
247.	Subpoenas	G1 #374	06/30/2025			
248.	Surveillance Recordings	G1 #302	30 Days			
249.	Tax Anticipation Note Certificates	D #34	06/30/2022			
250.	Tax Exemption Application Files: Ad Valorem (Economic Development)	G1 #304	06/30/2021			
251.	Teen Parent Program: Toddler Reports	G7 #183	06/30/2025			
252.	Television Station Use Log	G7 #141	06/30/2023			
253.	Textbook Inventory Records	G7 #98	06/30/2023			
254.	Textbook/Instructional Material Evaluation Records	G7 #99	06/30/2023			
255.	Textbook/Instructional Material Request Records: Denied	G7 #168	06/30/2023			
256.	Transportation Survey Report Records: Florida Education Finance Program (FEFP)	G7 #100	06/30/2022			
257.	Travel Records	G1 #52	06/30/2021			
258.	Truancy Case Tiles	G7 #169	06/30/2021			
259.	Truth-In-Millage (TRIM) Compliance Files	G1 #375	06/30/2021			
260.	Unclaimed Property Records	G1 #309	06/30/2021			
261.	Unemployment Compensation Records *(includes unemployment information submitted to the State)*	G1 #149	06/30/2021			
262.	Unregistered Student Records	G7 #170	06/30/2023			
263.	Vehicle Accident Records	G1 #78	06/30/2022			
264.	Vehicle Locator Records	G1 #414	06/30/2025			
265.	Vehicle Records (includes parking decals/permits)	G1 #154	06/30/2025			
266.	Vendor Files	G1 #97	06/30/2023			
267.	Verification Records: Attendance/Employment/ Enrollment	G1 #243	06/30/2025			
268.	Veterans Records: Student	G7 #105	06/30/2021			
269.	Visitor/Entry Logs	G1 #54	06/30/2025			
270.	Volunteer/Mentor Program Records	G7 #108	06/30/2021			
			Total Volume			

Records Disposal Certification 2026/2027

School or Dept. Name:	School or Dept. #

	A. Series Title	B. Item	C. Dispose Up To	D. Volume	E. Action	F. Date
271.	Vouchers: Federal Projects Paid	G1 #156	06/30/2021			
272.	Whistle Blower Investigative Records	G1 #376	06/30/2021			
273.	Work Orders	G1 #141	06/30/2023			
274.	Work Schedules	G1 #289	06/30/2025			
275.	Workers' Compensation Records	G1 #55	06/30/2021			
			Total Volume			

✚ District increase

Total Volume of All Pages _____

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
INFORMATION TECHNOLOGY (IT) / RECORDS MANAGEMENT

Records Disposal Certification

Authorization has been granted for disposal of each of the record series listed on this Records Disposal Certification form for FY2026/2027.

School or Dept. Name:	School or Dept. #

The records listed have been disposed of in the manner and on the date(s) shown in columns "E" and "F".

DISCLAIMER: This document holds true; however, Records are subject to active request, audit, investigation, or legal action which may necessitate the record to be maintained beyond the expiration date noted.
Contact recordsmanagement@palmbeachschools.org with questions.

Signature of Principal/Director	*Type Name of Principal/Director*	*Date*

Signature of Witness	*Type Name of Witness*	*Date*

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
INFORMATION TECHNOLOGY (IT) / RECORDS MANAGEMENT

Records Disposal Exemption

Complete this Records Disposal Exemption **ONLY** if your school or department **DID NOT** dispose of any records during FY2026/2027.

School or Dept. Name:	School or Dept. #

I certify that our school/department did not dispose of any records for the following reason. *(Choose one)*

- ☐ Our school/department does not have any records old enough to be eligible for disposal.
- ☐ Our school/department is under administrative review.

Signature of Principal/Director or Above	*Type Name of Principal/Director or Above*	*Date*

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
INFORMATION TECHNOLOGY (IT) / RECORDS MANAGEMENT

STUDENT DOCUMENT CENTER QUALITY CONTROL

FOR SCHOOL USE ONLY

School Name:	School Number:

When uploading student records, you must follow these three steps in this specific order: **prepare, scan, and verify.** Skipping any step may result in the entire **Form 0783 not being approved.** Please follow this process exactly to ensure all documents are uploaded and saved correctly.

- Correct size and resolution 300dpi* - default
- Proper orientation – pages must not require rotation to view
- All pages in order – by page number
- No blank pages – delete all non-record bearing pages
- No covered information – no sticky notes, no misfeed, no folds
- No image distortion – no pulling or bleeding information
- No additional information that was not part of original – no added notes to pages
- All pages present – make sure there is no skipping
- All online registrations have been added to the SDC
- Student Number verified –before saving to student
- Student name verified –must match number/folder
- PDF format – preferred, also accepted JPEG, TIFF, PNG

By signing below, you confirm that all images uploaded have been reviewed and verified according to the guidelines set on this document.

Person(s) scanning:

Print Name _____ Signature _____

Title _____ Date _____

Print Name _____ Signature _____

Title _____ Date _____

Print Name _____ Signature _____

Title _____ Date _____

Principal Name _____ Principal Signature _____

DO NOT DESTROY the original documents until final approval of the 0783 is given.

VOLUME CONVERSION CHART

Volume in Cubic Feet

The quantity of records in each filing unit is measured by cubic feet. The following conversion chart should be used to accurately calculate your school or department's total volume (cubic feet) of records destroyed:

Letter-size, box	1.5 cubic feet
Letter-size, ½ box	.75 cubic feet
Letter-size, ¼ box	.38 cubic feet
Legal-size, box	2.0 cubic feet
Legal-size, 36-inch shelf	2.5 cubic feet
10 folders	.38 cubic feet
5 folders	.19 cubic feet
Cassette Tapes (200)	1.0 cubic foot
Magnetic Tapes (12)	1.0 cubic foot
3 x 5 card, ten 12-inch rows	1.0 cubic foot
3 x 5 card, five 25-inch rows	1.0 cubic foot
4 x 6 card, six 12-inch rows	1.0 cubic foot
5 x 8 card, four 12-inch rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot

(1 roll of microfilm contains approximately 1.0 cubic foot of records.)