



giving our students the world

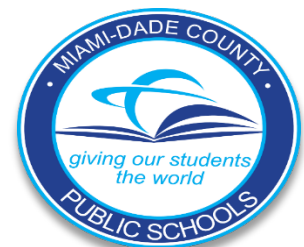


Federal and State Compliance Office

RECORDS AND FORMS MANAGEMENT HANDBOOK

2024-2025

FASCO





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RECORDS AND FORMS MANAGEMENT HANDBOOK

2024-2025

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INTRODUCTION

The Florida Department of State, Division of Library and Information Services (Division) establishes standards for controlling, retaining, destroying, and preserving public records. Florida's records management program is authorized by Florida State Statute 257.36 and applies to public records as defined in Florida State Statute 119.011.

Per School Board Policy 8320, the Records and Forms Management Office oversees the retention and disposition of public records according to the standards established by the Florida Department of State. The Records and Forms Management Office also oversees the review and approval of authorized forms for district-wide use.

For assistance with implementing the retention and disposition of records or management of district forms, please visit the Records and Forms Management Office website at forms.dadeschools.net or call (305) 995-3289.



RECORDS RETENTION SCHEDULE

Schools and District Offices shall adhere to the Records Retention Schedule to determine the period of time for which records are to be retained, transferred or disposed of. The [Records Retention Schedule & Guidelines](#) outlines the records retention schedule for all Miami-Dade County Public Schools and Departments. The [Retention Schedule - M-DCPS Commonly Used Records](#) is the retention schedule for the most commonly used records in Miami-Dade County Public Schools.

RECORDS MANAGEMENT FORMS

- Records Transfer Request Form ([FM-1223](#))
- Request for Records Retrieval Form ([FM-4060](#))
- Records Disposition Request Form ([FM-5592](#))
- Storage Box Order Form ([FM-1695](#))
- Student Records/Transcript Request Form (graduated prior to 1990) ([FM-7335](#))

TRANSFER OF RECORDS TO STORAGE

To request a transfer of records to the storage warehouse, complete and submit the Records Transfer Request Form ([FM-1223](#)) to the Records and Forms Management Office. Please see [sample form](#) for proper completion. Records must only be stored in storage boxes provided by the Records Management Office and may be ordered by submitting the Storage Box Order Form ([FM-1695](#)).

STUDENT CUMULATIVE FOLDERS FOR STORAGE

Schools shall keep the last two school years of inactive student cumulative folders at the school site. After two years, schools may submit a request to store inactive student cumulative folders at the Records and Forms Management Office using the Records Transfer Request Form ([FM-1223](#)). Inactive student cumulative folders have a retention of five years after the students' projected graduation year. As a rule of thumb, cumulative folders are held for 25 years from the student's date of birth until deemed eligible for destruction.

PROPER SUBMISSION OF CUMULATIVE FOLDERS FOR STORAGE:

- On the Records Transfer Request Form ([FM-1223](#)), indicate the Retention Schedule Number and Item for the records being sent for storage.
 - **Cumulative Folders (Non-ESE)** are listed in the Records Retention Schedule as Student Education Records: Category "B" (**Number GS7, Item 91**).



- **ESE Cumulative Folders** are listed in the Records Retention Schedule as Student Records: Category "B" (**Number GS7, Item 125**).
- Cumulative folders are to be filed in storage boxes by student's birth year and alphabetical by last name, within the year.
- All immunization certificates (**Form DH 680**) must be removed from the cumulative folders before being sent to storage.
- Immunization certificates (**Form DH 680**) shall be kept at the school site until schools have a full box to be transferred to storage (**Number GS7, Item 155**).
- All records being transferred to the storage warehouses need to be packed in standard storage boxes, which may be requested from the Records and Forms Management Office using Storage Box Order Form (**FM-1695**).

STORAGE BOXES

All records being transferred to the storage warehouses must be packed in standard storage boxes provide by the Records and Forms Management Office. These boxes are only used for storage, not destruction. To request empty storage boxes, complete and submit the Storage Box Order Form (**FM-1695**) to the Records and Forms Management Office. Write the temporary box number and school location number on the storage boxes. This information should be displayed on the front of the box under the handle, [see sample](#).

RETRIEVE RECORDS FROM STORAGE

Records that are stored at the Records and Forms Management Office may be retrieved by schools or work sites upon request. To request records stored at the warehouse locations, complete and submit the Request for Records Retrieval Form (**FM-4060**) to the Records and Forms Management Office.

STUDENT TRANSCRIPTS

Records Management stores student transcripts for former students who were born before 1972 or graduated prior to 1990. Students who graduated after 1990 shall contact their last school of attendance directly to request copies of student records, transcripts, diploma, etc.

Students who graduated prior to 1990 and wish to request Student Records or Student Transcripts, shall submit the Student Records/Transcript Request Form (**FM-7335**) and a copy of a valid photo identification to the Records and Forms Management Office. Schools who wish to retrieve transcripts or records stored at the Records Warehouses shall submit the Request for Records Retrieval (**FM-4060**) to the Records and Forms Management Office.



Records Management does not assume the function of schools or work sites when records are transferred to our agency. Records Management is only a storage facility and does not interpret or modify transcripts. Records requests shall be handled directly by the school.

RECORD DISPOSITION/DESTRUCTION

Schools and work sites shall adhere to the Record Retention Schedule, provided in the Miami-Dade County Public Schools Retention Manual, as per Florida State Statute 257.36. After the minimum record retention has been met, disposition of records is recommended. Disposition may be by physical destruction, transfer to another agency or erasure of electronic records.

Prior to records disposition, the Records Management Liaison Officer must ensure that all retention requirements have been satisfied and shall document the following:

- records retention schedule number
- item number
- record series title
- inclusive dates of the records
- volume in cubic feet for paper records; the number of bytes and/or records and/or files if known, or indicate the disposed records were in electronic form
- disposition action and date

Complete and submit the Records Disposition Request Form ([FM-5592](#)) to the Records Management Office in order to request the destruction of records. Forms must be signed by an administrator acknowledging the destruction of the records, [see sample](#). The Records Management Office shall authorize the disposal of records and assist schools and work sites by coordinating the destruction.

GS7-91

STUDENT EDUCATION RECORDS: CATEGORY "B"

This record series consists of temporary student records as defined in Department of Education Rule 6A1.0955, Florida Administrative Code, Education Records. Rule 6A-1.0955 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 rule specifies that Category B records may include, but are not limited to: health information; family background data; standardized test scores; academic improvement plans; progress monitoring plans; 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; screening/background information or drug testing results for students registering for career and technical educational institutions; and written agreements of corrections, deletions, or expunctions from the student record. This series includes student education records of public pre-K-12 schools, adult, and career and technical educational institutions, as well as copies of records received from other school districts for transferring students. For Category B records documenting testing for or enrollment in an Exceptional Student Education program, use



"EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS." RECORD COPY. 5 school years provided any applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost. Records created before **01/01/1999** are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.

GS7-125

EXCEPTIONAL STUDENT EDUCATION (ESE) RECORDS

This record series documents individual students tested for or enrolled in an Exceptional Student Education program. The series contains records relating to evaluation, eligibility determination, and provision of ESE services, including, but not limited to, such records as: 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, or 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. Although these records are defined in Rule 6A-1.0955, Florida Administrative Code, Education Records, as part of Category B information, they have a longer retention than other Category B records for audit purposes. Please refer to 34 CFR 300, Education, Assistance to States for the education of children with disabilities, and s. 1415(b) of 20 USC Chapter 33, Assistance for Education of All Children with Disabilities, Procedural Safeguards. See also "EXAMINATION MATERIALS/RECORDS: STANDARDIZED PSYCHOEDUCATIONAL." RECORD COPY. 6 fiscal years after graduation, transfer out of program, refusal of admittance to the program, or withdrawal from school district provided applicable audits have been released.

DUPLICATES. Retain until obsolete, superseded or administrative value is lost. Records created before **01/01/1996** are eligible for destruction as stated above in the "Record Copy" description. You must fill out a Disposition Request and forward it to Records Management prior to disposal to ensure the proper legal requirements are complied with.



MIAMI-DADE COUNTY PUBLIC SCHOOLS RECORDS AND FORMS MANAGEMENT OFFICE

Phone: (305) 995-3289 • Fax: (305) 717-3485
Records@dadeschools.net • Forms@dadeschools.net
[Records and Forms Management Office Website](#)

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Rene Rojas	Ext. 3354	Forms Analyst
Luis R. Perez	Ext. 3279	Material Handler
Steve Eisenoff	Ext. 3389	Front Desk



APPENDIX 1

Records Transfer Request Form (FM-1223)



RECORDS CENTER USE ONLY
REQUEST NUMBER

RECORDS TRANSFER REQUEST

Mail Code: 9411
Phone: (305) 995-3289
records@dadeschools.net

DATE: PAGE 1 OF

FROM: Department / School (print), Location No., Phone, Address, City, Zip Code, Administrator / Principal (print), Title, Signature, Contact Person, Title (print), Room No.

RECORDS WILL BE DESTROYED ACCORDING TO THE RETENTION SCHEDULE IDENTIFIED ON THE FORM. ALL BOX INFORMATION IS REQUIRED. INCOMPLETE FORMS WILL NOT BE ACCEPTED.

Table with columns: TEMPORARY BOX NUMBER, RETENTION SCHEDULE (NUMBER, ITEM), RECORD SERIES TITLE/DESCRIPTION, INCLUSIVE DATES (FROM, TO), RECORDS CENTER BOX NUMBER

THIS SECTION FOR RECORDS AND FORMS MANAGEMENT USE ONLY


Date Received: Pick Up Date: Accession Date: Reviewed By: Picked Up By:



APPENDIX 3

Records Disposition Request Form (FM-5592)

Clear Form

	RECORDS DISPOSITION REQUEST Records Management Mail Code: 9411 305-995-3289 records@dadeschools.net	PAGE ____ OF ____ PAGES				
DEPARTMENT/SCHOOL (PRINT) _____		LOCATION NO. _____				
CONTACT NAME (PRINT) _____		ROOM _____				
CONTACT NAME (PRINT) _____		TELEPHONE NUMBER _____				
ADDRESS _____	CITY _____	STATE _____ ZIP _____				
SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent. I understand that this Records Disposition Request Form must be approved by the Department of Records Management prior to any destruction action.						
_____		_____				
ADMINISTRATOR/PRINCIPAL (PRINT NAME)	SIGNATURE	DATE				
SPECIAL INSTRUCTIONS: <input type="checkbox"/> Image and Destroy <input type="checkbox"/> Other (Specify) _____						
IMPORTANT: To meet Records Disposition Compliance requirements, only the number of boxes approved by Records and Management for disposition, will be picked up by the Recycling Disposal Company. Schools must prepare the EXACT number of boxes approved. If additional boxes need disposition before the approved, scheduled pickup, a new Record Disposition Request Form FM-5592 must be submitted and approved by Records and Forms Management.						
LIST OF RECORD SERIES						
DESTRUCTION ACTIONS: S - Shredding O - Other _____						
Schedule No.	Item No.	Title	Inclusive Dates		Volume in Cubic Feet (# of boxes)	Destruction Action and Date
			From	To		
DISPOSAL AUTHORIZATION (For Records Management use only): Disposal of the above listed records is authorized. Any deletions or modifications are indicated. Analyst Review _____ Date _____ Coordinator, Records & Forms _____ Date _____			DISPOSAL CERTIFICATE (To be completed by the individual who performed the destruction): (To be completed by the individual who performed the destruction). The above listed records have been disposed of in the manner and date shown above. Name & Title _____ Signature _____ Date _____ Witness _____ Date _____			
TOTAL NUMBER OF BOXES APPROVED FOR DISPOSITION: _____						



APPENDIX 4

Storage Box Order Form (FM-1695)



RECORDS MANAGEMENT STORAGE BOX ORDER FORM

Tel. (305) 995-3289 records@dadeschools.net Mail Code: 9411

STORAGE BOXES ARE PROVIDED FOR TRANSFERRING RECORDS TO THE DISTRICT RECORDS CENTER ONLY. RECORDS MANAGEMENT DOES NOT PROVIDE STORAGE BOXES FOR ON-SITE STORAGE OF RECORDS.

Number of Boxes Requested: _____ Date Requested: _____

Department/School _____ Location No. _____ Room _____

Contact Person _____ Telephone No. _____

Address _____

Delivery Instructions _____

I certify that the requested boxes will be used to transfer records to the District Records Center, not for on-site storage of records, or any other purpose.

Administrator/Principal (PRINT) _____

Administrator's/Principal's Signature (REQUIRED) _____ Date _____

FOR RECORDS MANAGEMENT USE ONLY Delivered By _____ Date Delivered _____ [] Delivered [] Picked-Up

FM-1695 Rev. (08-20)



RECORDS MANAGEMENT STORAGE BOX ORDER FORM

Tel. (305) 995-3289 records@dadeschools.net Mail Code: 9411

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Department/School _____ Location No. _____ Room _____

Contact Person _____ Telephone No. _____

Address _____

Delivery Instructions _____

I certify that the requested boxes will be used to transfer records to the District Records Center, not for on-site storage of records, or any other purpose.

Administrator/Principal (PRINT) _____

Administrator's/Principal's Signature (REQUIRED) _____ Date _____

FOR RECORDS MANAGEMENT USE ONLY Delivered By _____ Date Delivered _____ [] Delivered [] Picked-Up

FM-1695 Rev. (08-20)



APPENDIX 5

Student Records / Transcript Request Form (FM-7335)



Miami-Dade County Public Schools
Federal and State Compliance Office
Records & Forms Management
2740 N.W. 104 Court
Miami, Florida 33172

Student Records / Transcript Request

This form is utilized to request student records/transcripts for students who last attended Miami-Dade County Public Schools **prior to 1990**. All other student records/transcript requests are to be sent directly to the last school of attendance.

Please complete the information below and send via email to Records & Forms Management at records@dadeschools.net, Fax to (305) 717-3485 **or** Mail to Miami-Dade County Public Schools, Records & Forms Management at 2740 N.W. 104 Court, Miami, FL. 33172.

PLEASE NOTE: **Form must be signed**, and requestor must include a **copy of a valid photo identification** for processing in the order received.

Student Information	
Name while attending school: (First, Middle, Last)	Current name, if different: (First, Middle, Last)
Current address:	Student date of birth: (MM/DD/YY)
Primary telephone number:	Alternate number:
School Information	
List the name of the last school attended in M-DCPS or list the name of another school attended in M-DCPS for which a transcript is requested. (Only list one school.)	Last year attended: _____
	Years attended: _____
Did you Graduate from High School? Yes <input type="checkbox"/> No <input type="checkbox"/> What year did you Graduate from High School? _____	
Please mark an X next to the preferred method of delivery below:	
<input type="checkbox"/> U.S. Mail Requestor can provide self-addressed stamped envelope/s with the full address of location/s for submission of records.	Address 1: _____ _____ Address 2: _____ _____
Fax number: _____	
Email address: _____	
Under penalties of perjury, pursuant to F.S. 95.525, I declare that I am the former student requesting school records/transcripts, or the parent of an underage student, and that facts presented herein are true.	
Signature _____	Date _____