

Notice of Change/Withdrawal

DEPARTMENT OF STATE Division of Library and Information Services

RULE NO.: RULE TITLE:

1B-24.003: Records Retention Scheduling and Disposition

NOTICE OF CHANGE

Notice is hereby given that the following changes have been made to the proposed rule in accordance with subparagraph 120.54(3)(d)1., F.S., published in Vol. 46 No. 50, March 12, 2020 issue of the Florida Administrative Register.

GSL-1

AFFIRMATIVE ACTION RECORDS

Item #82

This record series consists of records relating to an agency's affirmative action plan and/or affirmative-action-related activities, including reports submitted to the Equal Employment Opportunity Commission (EEOC), discrimination complaints, correspondence, and investigation records. If the records document compliance under a federal grant program, use "GRANT FILES" or "PROJECT FILES: FEDERAL." See also "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS" and "~~MINORITY BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS.~~"

RETENTION: 2 anniversary years provided litigation has been resolved.

EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS

Item #103

This record series consists of annual reports relating to employment statistics (job classifications, race, sex, age, etc.) as required by the U.S. Equal Employment Opportunity Commission (EEOC). The series may also include related correspondence, reviews, background information, and other supporting documents. Refer to 29CFR1602 for EEOC reporting and recordkeeping requirements. Retention is pursuant to Statute of Limitations, Section 95.11(3), *Florida Statutes*. See also "AFFIRMATIVE ACTION RECORDS" and "~~MINORITY BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS.~~"

RETENTION: 4 anniversary years after final action.

FINANCIAL TRANSACTION RECORDS: SUMMARY

Item #XXX

This record series consists of records providing summary or aggregate documentation of financial transactions of the agency regardless of the source or purpose of the funds. The series may include, but is not limited to, summary records such as trial balance reports, check logs and registers, bank statements, credit and debit card reports, revenue conciliations, collection balance sheets, summary expenditure reports, federal grant final closeout reports, summary journal transactions, and other accounts payable and accounts receivable summaries and related documentation.

RETENTION: 10 fiscal years.

MINORITY BUSINESS CERTIFICATION CASE FILES: MINORITIES AND VETERANS

Item #169

This record series consists of case files documenting ~~women and minority-owned~~ companies that have applied to the agency for certification as a certified ~~minority~~ business enterprise. The series includes files documenting application for certification certified minority business enterprise as defined in Section 288.703, *Florida Statutes*, Small and Minority Business, Definitions, and in accordance with Section 287.0943, *Florida Statutes*, Certification of minority business enterprises-, as well as certification of veteran business enterprises in accordance with Section 295.187, *Florida Statutes*, Florida Veteran Business Enterprise Opportunity Act. The series may include, but is not limited to, application for certification; documentation verifying ~~minority~~ ownership and control of the business by an eligible party; documentation verifying that the business performs or intends to perform a "useful business function" as defined in Section 287.0943, *Florida Statutes*; and other records used in the evaluation of the application. See also "AFFIRMATIVE ACTION RECORDS" and "EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE RECORDS."

RETENTION: 3 fiscal years after expiration of certification, revocation, denial or withdrawal.

GSL-4

CLINICAL STUDY RECORDS**Item #XXX**

This record series consists of records of clinical studies to develop new and better methods to diagnose, treat and prevent disease by recruiting volunteers for trials using new medicines or treatments. Clinical studies answer specific questions regarding vaccines, new therapies or new ways of using current treatments. The series may include, but is not limited to, reports; narrative descriptions; informed consents and authorizations; physical examination records; laboratory results; diagnostic test reports; progress notes; medication records; physician order forms; and participant's confidential medical information including medical history, physical examination and tests results. This includes clinical studies using grant and federal funds. See also *General Records Schedule GS1-SL for State and Local Governmental Agencies*, item #422 "GRANT FILES" and item #137, "PROJECT FILES: FEDERAL."

RETENTION: 10 anniversary years after completion of study.